DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	50408523

Allocation Action:	Job Correction
Official Allocation:	FERRY MGR A
Job Code:	174280
Pay Level:	WS-221
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/06/2021
Position Audited:	No
Audit Date:	
Comments:	Job Correction approval, effective 9/6/21. Refer to GC 2021-035.

Log Number:	183427
Consultant:	WPA
Supervisor:	DBA

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Mary Thomas
HQ HUMAN RESOURCES

FROM: Dawn Averett

DISTRICT/SECTION: District 58

STAMP IN DATE:

DISTRICT ANALYST CHECKLIST		HQ ANALYST CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Authorization for Actions Not Requiring Internal Posting form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☑	Complete and attach an SF-3A form.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

Job Correction

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☐ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☒ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

	MAJOR AGENCY CODE & PERSONNEL AREA CODE: 0700/0276	POSITION NUMBER: 50408523
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Marine Operations Superintendent 1	CURRENT PAY LEVEL: WS220	CURRENT OFFICIAL JOB CODE: 103180
REQUESTED OFFICIAL JOB TITLE: Ferryboat Operations Manager A	REQUESTED PAY LEVEL: WS221	REQUESTED OFFICIAL JOB CODE: 174280

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
			☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST: Montpelier, Shelby	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/Operations/District 58/Unit 858/Harrisonburg/Catahoula Parish/13		HUMAN RESOURCES TELEPHONE: (225) 379-1259
OFFICIAL TITLE OF SUPERVISOR: ADA of Operations	DIRECT SUPERVISOR'S POSITION NUMBER: 50372174	HUMAN RESOURCES EMAIL: mary.e.thomas@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF

☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

3	NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart **(required)** ☒ Duties / Responsibilities **(required)** ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE	DATE	☐ I certify that the information in this document is true and correct to the best of my knowledge. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	☐ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) James K. Free, P. E. District Engineer Administrator	DATE 9/13/21	☒ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Ferryboat Operations Manager A

Function Statement:

The overall function of this position is to supervise the operation of state owned ferry vessels that are certified as "inspected" vessels under the United States Coast Guard regulations. This position is located in the District 58, Unit 858 section of the Department of Transportation and Development and reports directly to the ADA of Operations. The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

Job Duties and Responsibilities

50% Supervises and pilots ferry carrying vehicles and passengers on waterways in a remote area.

15% Develops and directs the maintenance and preventive maintenance of all areas of the ferry operation. Directs in the inspection of mooring areas, ferry, ferry equipment and operations for maintenance and safety purposes. Confers with electricians, mechanics, radar and radio technicians, etc., when problems arise in these areas. Schedules major repairs and dry docking with Fleet Landing personnel and ADA of Operations.

10% Participates in interviews and makes recommendations for hiring to ADA of Operations and assigns and evaluates marine personnel. Directs scheduling and supervision of personnel for efficient ferry operation through Marine Masters and other marine personnel assigned to the ferry. Meets daily with personnel to discuss work assignments and problems that arise.

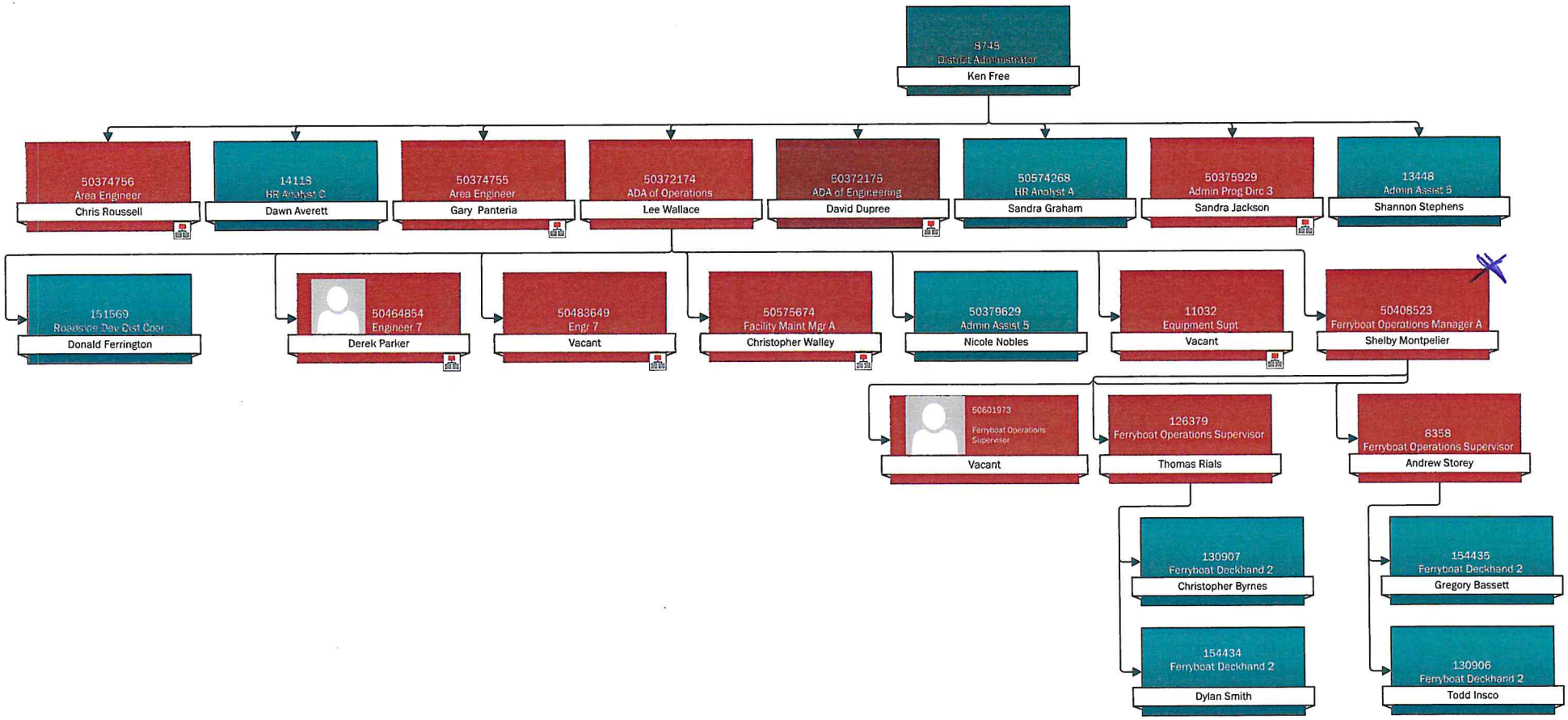
10% Supervises ferry personnel of multi-shift operation. Directs work assignments through Ferry Operations Supervisor and assures productivity. Assign working schedules of all employees. Supervises collection of tolls and transports toll monies to bank for deposit. Turns in records of toll monies collected and deposits slips to District Business Office.

5% Schedules and conducts quarterly inspections on all equipment on ferry pontoons and ferry vessels and orders needed repairs for same. Orders needed supplies through district stock room and Business office. Schedules and attends all USCG inspections of ferry vessels at his/her location. Coordinates with USCG on corrective actions taken in order to resolve USCG citations.

5% Compiles and submits bi-weekly vehicle, pedestrian and number of crossing totals to district headquarters. Supervise and hold monthly safety meetings with entire gang.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. May be subpoenaed as requested by DOTD legal Counsel. While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

100%


8745
District Administrator
Ken Free
50374756
Area Engineer
Chris Roussell
14113
HR Analyst C
Dawn Averett
50374755
Area Engineer
Gary Panteria
50372174
ADA of Operations
Lee Wallace
50372175
ADA of Engineering
David Dupree
50574268
HR Analyst A
Sandra Graham
50375929
Admin Prog Dirc 3
Sandra Jackson
13448
Admin Assist 5
Shannon Stephens
151569
Roadside Dev Dist Coor
Donald Ferrington
50464854
Engineer 7
Derek Parker
50483649
Engr 7
Vacant
50575674
Facility Maint Mgr A
Christopher Walley
50379629
Admin Assist 5
Nicole Nobles
11032
Equipment Supt
Vacant
50408523
Ferryboat Operations Manager A
Shelby Montpelier
50601973
Ferryboat Operations Supervisor
Vacant
126379
Ferryboat Operations Supervisor
Thomas Rials
8358
Ferryboat Operations Supervisor
Andrew Storey
130907
Ferryboat Deckhand 2
Christopher Byrnes
154434
Ferryboat Deckhand 2
Dylan Smith
154435
Ferryboat Deckhand 2
Gregory Bassett
130906
Ferryboat Deckhand 2
Todd Insco

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☒ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☐ E

☒ This position has the following special requirements:

Either of the following will qualify:

1. Five years of experience in administrative services, marine operations, maintenance, or construction.

2. Five years of experience in marine operations as a crew member on a marine vessel, three years of which must have been as a licensed master pilot or as a licensed marine engineer.

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

☐ There is a base supplement for this position. List percentage _____

☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

SF-3.A
Rev. 11/01

☐ This position has other special pay/working conditions:

_____