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:	0273 - DOTD-Administration
Position Number:	50448729

Allocation Action:	Affirmed
Official Allocation:	HR MAN A
Job Code:	170940
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/25/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	209920
Consultant:	KS
Supervisor:	AD

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	POSITION NUMBER
273	50448729

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Human Resources Manager A	AS-619	170940

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Wood, Charles	☒ Yes ☐ No	Jamie Henry

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/OMF/S16	(225) 379-1669

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Human Resources Manager B	10235	Jamie.Henry@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

2	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.

	DATE	
EMPLOYEE	10/23/23	☐ 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 Frederick S Kinner	10/23/23	☑ 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)	10/24/23	☑ 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.
Michelle Sanders, HR Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

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.

This position is located in DOTD's Headquarters (HQ) HR Office, works under the direct supervision of the Compensation and Staffing (C&S) Unit Manager (HR Manager B), and serves as the C&S Assistant Manager. The primary function of this position is to directly manage the DOTD Staffing Unit, which includes the oversight of the Recruitment, Selection, Staffing, Student, and Immigration programs. The incumbent provides support to the C&S Unit Manager and HR Director as needed. In the absence of the C&S Unit Manager, the incumbent is responsible to act on his/her behalf. The incumbent must be competent in multi-tasking and accommodating changes in law, governing rules, and regulations in order to successfully meet a wide variety of deadlines, while also respecting the need for confidentiality/sensitivity associated with employee information and the consequence for financial errors, some potentially resulting in financial penalties. The incumbent of this position is required to possess knowledge of the LaGov HCM system and its reporting capabilities, Civil Service rules and regulations, and DOTD policies and procedures. Highly developed customer service, analytical, and written and oral communication skills are necessary.

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.

Duties and Responsibilities:

50% Supervisory Duties

Assists C&S Unit Manager daily to resolve issues, answer questions, consult with Appointing Authorities and HR staff (District HR Unit Manager and HQ), and ensure the smooth operation of the Unit. Plans and directs activities for the HQ HR Staffing Unit to include development of goals, assignment of duties, establishment of work standards, monitoring of work flow, evaluation of effectiveness and efficiencies, audit of work products and continuous improvement of work processes. Interviews, selects, trains, and counsels a staff of four professional HR positions. Provides training to lower level staff members in order to ensure an understanding of all current policies and procedures associated with the program functions. Approves leave requests, prepares, and conducts performance evaluations. Compiles statistical data relevant to performance indicators developed for staff functions.

15% Staffing Programmatic Responsibilities

Manages DOTD's use of the LA Careers System for posting probational and promotional opportunities while adhering to internally developed promotional posting, application, and certification processes. Coordinates with DOTD's LA Careers expert (HR Supervisor) and routinely counsels/guides Appointing Authorities, District HR Unit Manager, employees, supervisors, etc. on the LA Careers System. Provides information on respective program areas and Civil Service rules/DOTD policies to internal and external customers. Monitors compliance through audit/oversight. Gathers supporting documentation necessary to respond to Civil Service's post-audits and Data Quality Management's reported errors and findings (both internal and from Civil Service). Confers, interacts, and responds to inquiries from the Office of Statewide Reporting and Accounting Policy (OSRAP), State Civil Service (SCS), Office of Technology Services (OTS), Office of State Uniform Payroll (OSUP), Legislative Auditor's Office, Agency Administrators, and other parties with regards to DOTD's Staffing functions. Oversees all LaGov HCM entry to include all HQ PES ratings; coordinates with DOTD's PES Expert (HR Specialist) and District HR Unit Manager as needed to ensure both the HQ Staffing Unit and District HR Analysts enter PES ratings correctly and timely. Coordinates requests for extensions of detail beyond one year

with Civil Service; submits requests to detail probational employees and employees who do not meet the SCS minimum qualifications to Civil Service for SCS Director approval. Coordinates minimum qualification revisions with Civil Service to include the initiation of requested revisions as well as response to revisions generated by other Departments. Recommends policy revisions when needed as they relate to assigned areas of responsibility. Assists in the coordination and execution of layoffs.

10% Selection Programmatic Responsibilities

Manages department-wide adherence to selection program guidelines and agency policy regarding the recruitment and selection of qualified candidates. Directs the audit and review of selections to ensure policy compliance and adherence to best practices. Directs the Selection Specialist's audit, review and response of non-selection grievances filed, ensuring that all pertinent materials have been thoroughly reviewed prior to the Specialist's response to the hiring manager and Appointing Authority. Ensures adequate assistance is provided to interviewing supervisors, managers, and Appointing Authorities. Directs the Department's 'Selecting the Best' training program to ensure that Department policy is followed throughout the selection process in order to validate the selection of the best-qualified applicant. Regularly reviews effectiveness and efficiency of the program and makes recommendations to improve policies and procedures, training materials, job aids, forms, etc.

10% Recruitment Programmatic Responsibilities

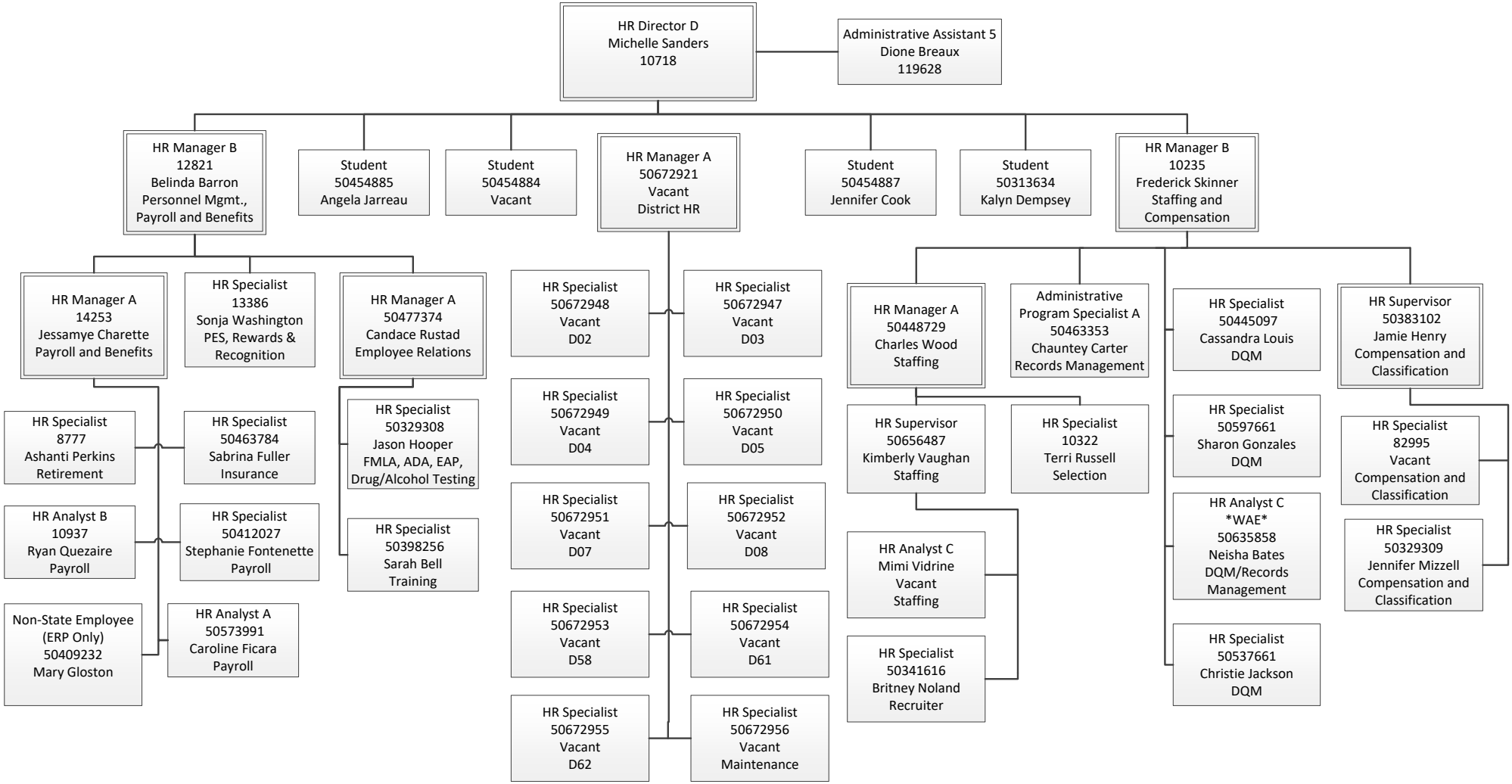
Plans and directs the recruitment activities to diversify the tools and methods used as well as evaluates their effectiveness. Coordinates with the Recruitment Specialist the Department's participation in career fairs and other events in search of qualified applicants to ensure an adequate applicant pool for filling vacancies. Manages the Spring and Fall university campus recruiting program to ensure the Department's participation in job fairs for those universities and technical colleges that have Engineering and/or functional programs. Reviews the budget requests for the Spring and Fall university campus recruiting program and makes recommendations as necessary.

10% Student Employment and Immigration Compliance Programmatic Responsibilities

Manages the Department's Summer Student Engineering Program as well as other student employment programs in which the Department participates (i.e., Co-Op, non-engineering summer work program, and School to Work/Job Shadowing). Ensures related Civil Service guidelines and changes related to student employment practices/procedures are adhered to. Reviews the budget requests for the student program and makes recommendations as necessary. Manages the Department's Immigration Compliance program to ensure that the Department complies with the 1-9 requirements of newly hired employees as required by the Immigration Act of 1990, guidelines of the Department of Labor, and the Immigration and Naturalization Service.

5% Miscellaneous Duties

Develops, formats, and produces a wide variety of complex statistical reports as requested by the HR Director, Budget Director, Undersecretary, Assistant Secretaries, etc. Provides training and guidance to subordinates and District HR Unit Staff on updates, rule changes, etc. from Civil Service, OSUP, and other entities. Interprets policies/ laws when complex issues arise, and properly documents such. Assists on special projects as assigned. Attends meetings, conferences, and workshops as required. May be required to perform additional duties as necessary including, but not limited to, emergency/disaster support activities.

Section 16 – Human Resources

10/12/23