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:	50395006

Allocation Action:	Affirmed
Official Allocation:	PUB INFO DIR 1
Job Code:	164850
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/14/2019
Position Audited:	No
Audit Date:	
Comments:	Per agency, Major Agency Code should be 0273.

Log Number:	157540
Consultant:	KTM
Supervisor:	SAH

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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
0273/0276	50395006

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Public Information Director 1	AS-618	164850
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	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Rush, Brendan	☐ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Public Information/Customer Service/ Section 09, G002/EBR		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Public Relations Director	50329311	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

0	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 Brendan Rush	5-8-19	☒ 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	5-8-19	☒ 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) Rodney Mallet - Public Relations Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	5/8/19	☒ 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.

7 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.

If duty(s) are short-term / temporary and nonrecurring, note beginning and ending dates and percent of time required to perform the duty(s). Begin the writing of your short-term duty statement(s) as follows: (SHORT-TERM – beginning and ending dates)
Example: (SHORT-TERM – 1/1/99 thru 1/31/99) I count.....

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.

While in ofiificial capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

35% Responsible for managing full-time and part-time staff directly under his/her supervision

25 % Responsible for all operations of the Customer Call Center, including training, supervision and scheduling of student workers and development and updating of manuals and reference materials. The CSM is also responsible for the operation of an expanded Customer Call Center during times of emergency.

20 % Designs, implements, monitors and evaluates programs to give Louisiana citizens greater access to information concerning DOTD activities, policies and plans. THE CSM uses objective, measurable criteria to monitor and evaluate the success of these programs and to make changes, when appropriate. The CSM is responsible for disseminating these programs to the DOTD districts and for assisting and training district personnel on how to implement , monitor and evaluate the programs on a district level.

20 % Responsible for designing, implementing and maintaining systems by which citizens can contact DOTD for feedback concerning DOTD activities, policies and plans. These systems should include various methods of feedback including communications by telephone, mail, email, public meetings, mass media, internet site interaction, blogs, texts and or any other platforms that can be utilized to reach as many people as possible. The CSM will also develop and implement a plan to gather and analyze the feedback to help DOTD do a better job of delivering services to its customers.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
Internet
MyDOTD
SharePoint
DOTD A-Z
Customer Service

INTRANET ORGANIZATIONAL CHART

Hide Vacancies | Hi-light Vacancies | Reduce Size | Increase Size | Chart Only | Show Dist-Gang | Hide Pos # | Hide Title | Flip Vertical | Show Names | Help

Organizational Chart - up to 5 levels shown for position 50329311

MALLETT, RODNEY B
PUBLIC RELATIONS DIRECTOR
50329311

- GRASS, WILLIAM H — PUBLIC INFORMATION OFFICER 3 — 50342252
- RICHARDSON, BRANDIE L — PUBLIC INFORMATION OFFICER 2 — 00010688
- **RUSH, BRENDAN J** — PUBLIC INFORMATION DIRECTOR 1 — 50395006
  - COLEMAN, DRAVEN S — STUDENT — 50360391
  - MCFARLAND, KENDELL A — STUDENT — 50360380
  - MCGOVERN, SYDNEY M — STUDENT — 50360382
  - PRICE, SIERRA A — STUDENT — 50360390
  - REED, ALEC L — STUDENT — 50360394
  - ROBERSON, NIYA L — STUDENT — 50360604
  - ROBERTS, SHELBY N — STUDENT — 50360384
  - VACANT — STUDENT — 50360383
  - VACANT — STUDENT — 50360381
  - VACANT — STUDENT — 50360379
  - VACANT — STUDENT — 50360393
  - VACANT — STUDENT — 50360392
  - VACANT — ADMIN COORDINATOR 2 — 50473058
  - VACANT — ADMIN COORDINATOR 2 — 50473057
  - VACANT — ADMIN COORDINATOR 2 — 50473054
  - VACANT — ADMIN COORDINATOR 2 — 50473053
- VACANT — PUBLIC INFORMATION OFFICER 3 — 50416270

District/Section Appointing Authorities Org Chart (PDF File)

Tue, 14 May 2019
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