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:	50486831

Allocation Action:	Affirmed
Official Allocation:	STATE PROG MGR 2
Job Code:	173470
Pay Level:	AS-624
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/15/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181162
Consultant:	WPA
Supervisor:	DBA

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
0700	50486831

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Statewide Program Manager 2	AS 624	173470
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
Doucet, Brad	☒ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD, Mgmt. & Finance/Enterprise Support Services/S26/U001		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Deputy Undersecretary 3	10639	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

7	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	7/15/21	☒ 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	7/15/21	☒ 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.
APPOINTING AUTHORITY (Required)	7/15/21	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Don C. Johnson Deputy Undersecretary		

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.

As Section Head and Appointing Authority, this position is responsible for leading and directing all units of the Department of Transportation and Development (DOTD), Enterprise Support Services Section – Section 26. The incumbent has wide latitude in establishing and interpreting statewide policies related to the operation of the Statewide Topographic Mapping Program, DOTD's Decision Support and Information Technology functions, and DOTD's Business Services functions. The incumbent is under administrative direction of the Deputy Undersecretary of DOTD and is reviewed through reports, meetings, and on the basis of results obtained. The position is responsible for the administration of the Section's annual budget and approves expenditures for supplies, equipment, and contracted services vital to efficient and effective operation of the Section.

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. As a representative of DOTD, the incumbent may be appointed to serve on local, state, or national boards, commissions, committees, etc. If appointed to such entities, the incumbent shall advise the appropriate DOTD Office Head and the following executive staff, as instructed by the Office Head: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff. In addition, if determined to be necessary by the aforementioned executive staff, the incumbent may provide expert testimony before deliberative bodies such as legislative committees. Any job duty related to dissemination of public information shall be coordinated with the DOTD Communications Director.

Duties and Responsibilities include:

40% Statewide Topographic Mapping Program

Pursuant to Louisiana Revised Statutes, Title 48, Section 36, the Statewide Topographic Mapping Program (Program) is a large and complex program which is supported by technical expertise from several divisions of DOTD, the Louisiana Division of Administration's Office of Technology Services, other Louisiana state agencies, local government entities, federal government entities, and private industry. The Program requires the consolidation of geospatial data sources through collaboration with a wide range of state, local, federal, and private partners. Likewise, the resultant products of the statewide geospatial data developed and maintained by DOTD as part of the Program have broad application at DOTD and across state, local, federal, and private industry entities. This position is the primary liaison between DOTD, private partners, and other local, state, and federal agencies that participate in the Program. The incumbent provides administrative direction to a team of Geographical Information Systems (GIS) Specialists responsible for the processing and provisioning of geospatial data and the development and dissemination of the GIS products associated with the Program. Directly, with the assistance of a staff of internal and contracted personnel, and in collaboration with external partners, this position develops current and long-range plans, policies, and procedures including, but not limited to, standard operating procedures and updates to the Louisiana Administrative Code for collection, processing, and dissemination of geospatial data and resultant geospatial products. In collaboration with internal and external partners, the incumbent drafts and finalizes Memorandums of Understanding as it relates to geospatial data and produce exchange, the establishment and maintenance of technical specifications for geospatial data and products, and project source funding associated with the operation of the Program. Participates in the development, implementation, and operation of a Statewide Topographic Mapping Program Advisory Committee consisting of members from local and federal governmental partners, private partners, and other state agencies to establish and enforce standards and priorities as it relates to the Program. Coordinates responses and reports related to compliance with audits of the Program. Formulates budgetary projections, prepares and submits grant proposals, coordinates and manages contracts, and approves contract invoices in support of the efficient and effective operations of the Program with limited input from higher levels of management.

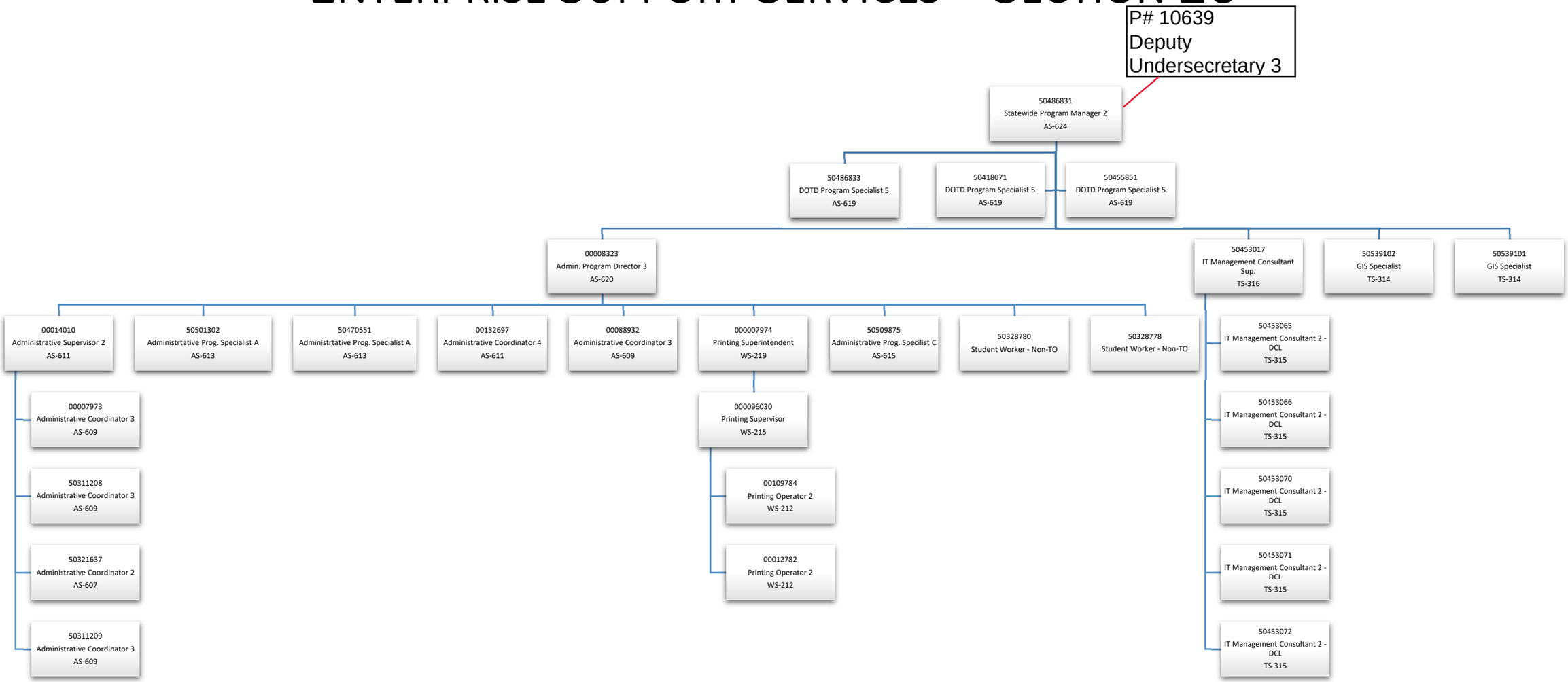
30% Decision Support and Information Technology Team

This position serves as DOTD's primary liaison with the Division of Administration's Office of Technology Services (OTS). The incumbent provides administrative direction and leadership to a team of Information Technology Customer Advisors and Advocates and provides functional direction to the OTS personnel and contracted resources assigned to DOTD to ensure DOTD Information Technology needs are addressed. Though direction and leadership provided to the functional team responsible for DOTD's continued implementation and post-implementation improvements of LaGov, the statewide ERP system, this position manages the implementation of critical enhancements to LaGov that are required by DOTD business processes and works to understand, document, and train DOTD employees on the operation of the LaGov system in order to improve and optimize the operation and use of LaGov throughout DOTD. Directly or through delegated representatives, this position participates in and represents DOTD on Information Technology boards working groups, and conferences.

25% Business Services Team

Provides administrative direction and leadership to the Business Services Team responsible for 1) DOTD's Reproduction Center including offset printing services and related duplication processes, 2) the sale and distribution of maps, design plans, publications, and specifications, 3) serving as the DOTD liaison to the Office of the Louisiana State Library for the Semi-Annual Report of Publications, 4) serving as the designated Records Manager liaison with the Louisiana Secretary of State Records Management Office, and 5) DOTD's Records Management Unit including the direction, implementation, and administration of DOTD's comprehensive Records Management Program that serves all Offices and Sections of DOTD. Through subordinate personnel and contacted resources, facilitates design, implementation, and maintenance of electronic records management systems including program analysis, disaster planning/recovery, and security of confidential information. Directs the activities of contracted resources to image documents and ensures that the contracted resources are provided adequate equipment, software, and support for the efficient operations of Electronic Content and Records Management Systems.

5% Miscellaneous Duties

May be required to perform other duties as necessary, including, but not limited to emergency/disaster support activities.

ENTERPRISE SUPPORT SERVICES – SECTION 26