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:	50500707

Allocation Action:	Affirmed
Official Allocation:	DOTD PROG MAN
Job Code:	172510
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/25/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	191340
Consultant:	JCA
Supervisor:	DBA

STATECIVILSERVICE

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
276	50500707

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Program Manager	AS620	172510
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
Rovaris, Angela	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD/Office of Engineering/Section 33/Org. Unit 006/LTRC-Baton Rouge EBR 17		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD Program Director	137368	Jennifer.Mizzell@la.gov

4 COMPARATIVE POSITIONS

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

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Keri Runnels Norton	50500706	DOTD Program Manager

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

8	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		☐ 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.
Mary Leah Coco DIRECT SUPERVISOR	DATE 05/25/22	☒ 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.
Mary Leah Coco APPOINTING AUTHORITY (Required)	DATE 05/25/22	☒ 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.
Mary Leah Coco, Associate Director of Technology Transfer and Training 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.

The incumbent of this position works under the direct supervision of the Associate Director of Technology Transfer and Training. This position is located within the Louisiana Transportation Research Center (LTRC). As DOTD Program Manager, this position is responsible for the administration of DOTD specific programs and activities of LTRC/LA DOTD at TTEC, as well as across the state of Louisiana, for departmental employees, local, federal, university, and industry partners. The major objective is to adhere to compliance standards required by both federal and state guidelines as it relates to programs listed below for the Louisiana transportation community.

The DOTD Program Manager of External Programs directs the development, implementation, and administration of the below listed, but not limited to, programs in order to ensure departmental compliance with federal and state regulations. This position manages highly diverse, extensive, and important departmental programs of critical impact to the overall objective of DOTD. The DOTD Program Manager is the liaison to the transportation industry as it relates to their adherence to the federal and state programmatic requirements that are under the direction of this position. Transportation industry partners must adhere to these programmatic requirements to ensure compliance with federal and state regulations if they are to be approved to work on DOTD projects.

These programmatic functions impact the approximately 4,200 DOTD employees as well as the department's local, federal, university, and transportation community partners. This position is responsible for identifying, developing, and implementing relevant transportation engineering and infrastructure preservation, continuing education, utilizing technology transfer initiatives for the purpose of achieving the goal of providing the best possible resources to improve the state transportation system.

The DOTD Program Manager manages a professional staff that implements these transportation-specific programs that impact DOTD employees statewide and other transportation partners that include, but are not limited to the following: local government, federal government, university partners, and the overall transportation community of consultants, contractors, and vendors.

This position is responsible for, but not limited to, the direction of the following DOTD specific programs:

- DOTD National Highway Institute Program;
- DOTD CADD/MicroStation Structured Training Program;
- DOTD Work Zone Safety Program;
- DOTD District Sign Specialist Program;
- DOTD Nuclear Gauge and Radiation Program;
- DOTD ArcGIS Program;
- DOTD National Electric Code Program;
- DOTD PC/Microsoft Structured Training Program;
- DOTD Engineering Rotation Development Program;
- DOTD Co-Op Development Program;
- All specialized Title 48 programs that are managed via contract with various vendors

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

50% Directs a staff of professional level employees involved in implementing all phases of the above listed mandated programs, both state and federal, including program development, implementation, appropriate application and monitoring. Directs, develops, and implements policies, procedures and long and short-range goals relative to the rules, regulations, policies, and procedures that govern the identified programs and Title 48 initiatives. This position manages highly technical and department-specific programs that are critical to the DOTD reaching its overall objective. Direct, develop, implement, and maintain effective specialized and programmatic initiatives that provide technology transfer implementation strategies and opportunities to state and local governments, consultants, contractors, and other transportation industry partners. The TTEC programs shall include workshops, seminars, safety and other specialty training for DOTD, Federal Highway Administration, local and parish transportation employees, as well as members of the transportation consulting community. Approximately 10,000 individuals (state, local, federal, and consultant) participate in these programmatic initiatives each year at the TTEC facility. In addition, approximately 1,000 individuals outside of the TTEC facility take part in these DOTD specific programs annually. Write and process approximately thirty Title 48 contracts per fiscal year that directly impact the operations of the DOTD, partnering industries, and the transportation community as a whole. This position oversees the creation of policies and procedures as they relate to technology transfer for the DOTD. The DOTD Program Manager also serves as a subject matter expert and member of review committees for the TRB and other state departments of transportation. This position directly impacts all 4,200 departmental employees as well as non-departmental consultants and contract employees.

Lead and direct the U.S. Department of Transportation, Federal Highway Administration, National Highway Institute Regional Transportation Center (one of two in the nation), by providing effective and efficient programmatic and technical programs to government and private transportation officials. This position is directly responsible for state, local, and federally mandated programs that impact the state, local, federal, and consultant communities (e.g. NEPA; Spec Writing; Work Zone Safety; etc…) as well as departmental funding.

Skills, such as diplomacy, persuasiveness, and negotiation skills are required along with an in- depth knowledge of the federal and state guidelines that govern these programs. Develops and negotiates Title 48 contracts with transportation industry partners, both domestic and international, to further the department's initiatives in ensuring technology transfer initiatives reach all partners working toward departmental goals and objectives. Performs contracts/grants management duties (e.g. Title 48 contracts; TRAC and RIDES Programs; etc…). In addition to directing a professional staff, supervises consultants and other strategic transportation partners. Develops performance indicators and implementation of strategic plan. Organizes scheduling assignments and identifies staff development needs. Responsible for personnel supervision in areas of interviewing, evaluating performance, initiates disciplinary actions, conducts staff meetings, and recommends the approval/disapproval of merit increases. Directs and approves the development, revision, and submittal of all program documents, notifications, and reports required by federal and state governmental entities.

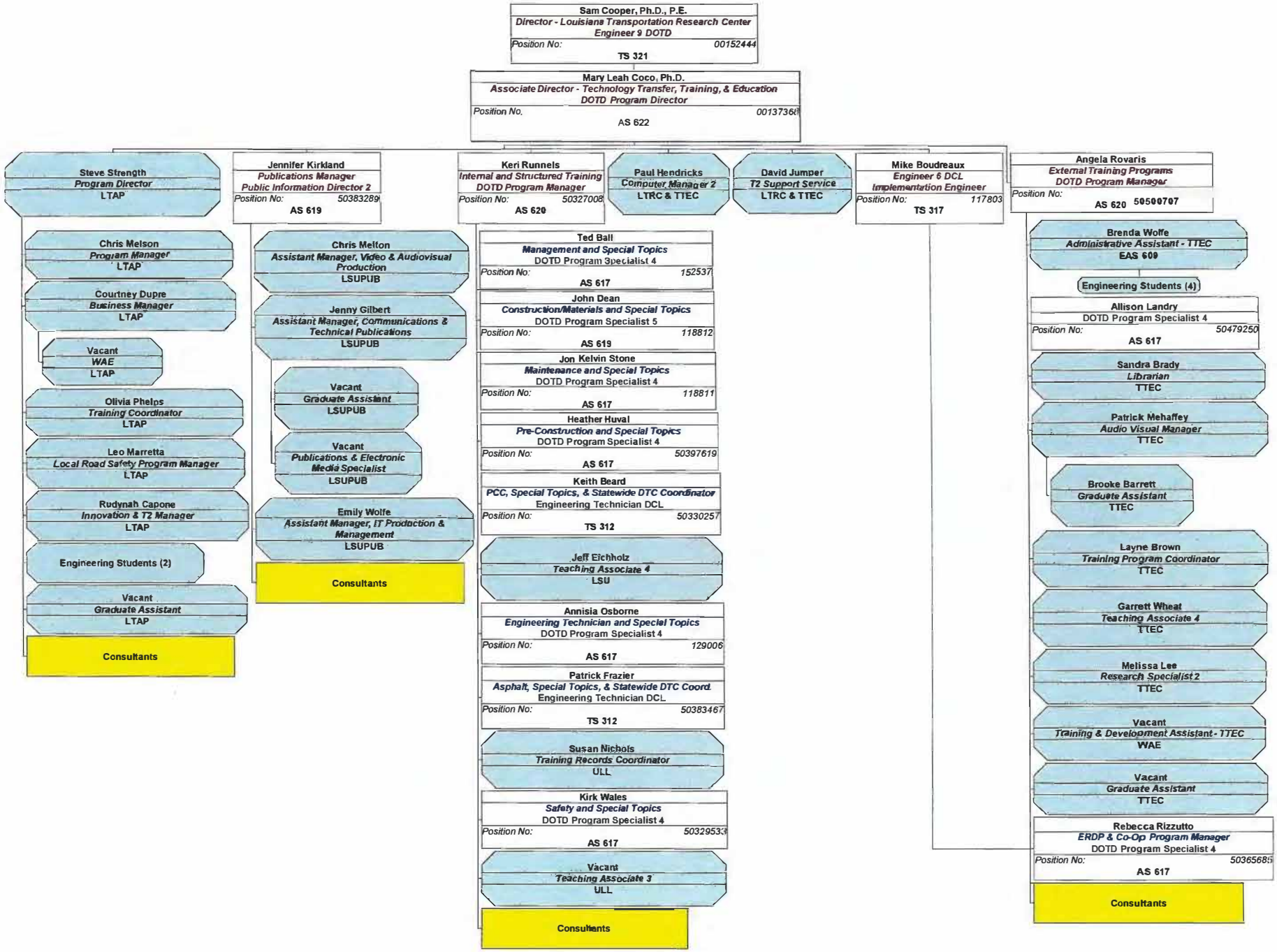
Determines projects that require consultant services; develops request for proposals from consultants; reviews proposals; participates in selection of firms to undertake projects; participates in establishing work schedules, budgetary limits, contract amounts; prepares contracts for execution between DOTD and consultant; ensures that appropriate federal/state laws and regulations are included; monitors consultant progress by reviewing work and evaluating work; approves invoices for payment; accepts final work products for DOTD; resolves findings of required audits performed.

30% Assist in preparation of the External Programs' operating budget. Manage and direct program's personnel matters, staffing needs, and prepare the programs' strategic and operational plans and performance indicators. Directs all business operations of the TTEC Facility in accordance with the work plan and budget approved by the Louisiana Transportation Research Center, the DOTD, and the Federal Highway Administration. Manage the External Programs annual budget to provide DOTD specific initiatives through state university sources, the Federal Highway Administration National Highway Institute, private vendor initiatives, and other resources.

5% Assist DOTD principles, section heads, and our partnering transportation industry to establish strategic policy for programmatic initiatives, incorporating best practices from the transportation community. Make decisions and recommendations in the areas of technology transfer that have department-wide impacts on the DOTD mission.

5% Lead and manage administration of all DOTD programmatic events and functions. In this roll, direct program management staff to coordinate and administer commercial lodging, meeting spaces, audio-visual support, catering service, event registration, and all other administrative support required for successful conferences, meetings, and workshops. Events managed are as follows, but not limited to: Louisiana Transportation Conference; Southeastern Association of State and Highway Transportation Officials; LTRC Seminar Series; Federal Highway Administration mandatory seminars/programs/workshops/events; Executive Technology Transfer Seminar Series; etc…

5% Represent Louisiana at the Transportation Research Board Annual Meeting, National Transportation Training Directors (NTTD) Annual Meeting, and other special committees and technical professional organizations relative to technology transfer, research and transportation engineering.

5% May be required to perform other duties as necessary including, but not limited to emergency/disaster support activities.

Section 33
Technology Transfer, Training, and Education