Allen H. Reynolds
Director

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P. O. BOX 94111, CAPITOL STATION
BATON ROUGE, LA 70804-9111

Mgr.
FYI

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May 7, 1998

Mr. Frank M. Denton, Secretary
Department of Transportation and Development
P. O. Box 94245
Baton Rouge, LA 70804-9245

Dear Mr. Denton:

This is to advise that at its general business meeting held on Wednesday, May 6, 1998, the State Civil Service Commission granted the request of the Department of Transportation and Development for on-going unclassified authority, under the provisions of Civil Service Rule 4.1(d)2, for the following positions as they relate to the reorganization of your department empowered by the Louisiana Legislature.

1) Undersecretary over the Office of Management and Finance
2) Assistant Secretary of Planning and Programming
3) Assistant Secretary of Operations
4) Assistant Secretary of Public Works and Intermodel Transportation
5) Legislative Liaison

As a result of this approval, your agency will abolish the unclassified positions of Chief of Staff and Administrative Officer.

Please feel free to contact me should you have any questions relative to this matter.

Sincerely,

Allen Reynolds

Allen H. Reynolds
Director

cc: Ms. Deidre Adams

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
P. O. Box 94245
Baton Rouge, Louisiana 70804-9245

M. J. "MIKE" FOSTER, JR.
GOVERNOR

FRANK M. DENTON
SECRETARY

March 20, 1998

Mr. Allen Reynolds
Director
Department of Civil Service
Post Office Box 9411
Baton Rouge, Louisiana 70804-9111

Dear Mr. ~~Reynolds~~: Allen

As you know, our agency initiated an external, consultant review of our organizational structure in an effort to improve efficiency and effectiveness. (Existing organization chart attached.) As a result of that effort, MGT consultants developed a proposed organization chart, the top layer of which is shown in the attached Plan A.

The agency's structure will also be reviewed during the Special Session of the Louisiana Legislature, and we have been advised that the structure shown in the attached Plan B will be proposed by the Administration. At this time, then, in order to expedite implementation, we are requesting (under the provisions of Civil Service Rule 4.1(d) 2.) the Commission's approval of the establishment of unclassified positions under both plans, with the understanding that we will only implement the one approved by the Legislature.

Under Plan A, we will establish three (3) additional unclassified positions, an Undersecretary over the Office of Management and Finance, an Assistant Secretary over the Office of Public Works and Intermodal Transportation, and a Legislative Liaison in the Secretary's office. Under Plan B, we will establish six (6) new unclassified positions, the three specified under Plan A plus three additional Assistant Secretaries, one each over the Offices of Planning and Programs, Highways and Operations. Under both scenarios, we will abolish the existing unclassified positions of Chief of Staff and Administrative Officer.

We are therefore requesting the Commission's approval, and would appreciate your favorable review and placement on the April agenda. Should you have any questions, please feel free to contact me.

Sincerely,

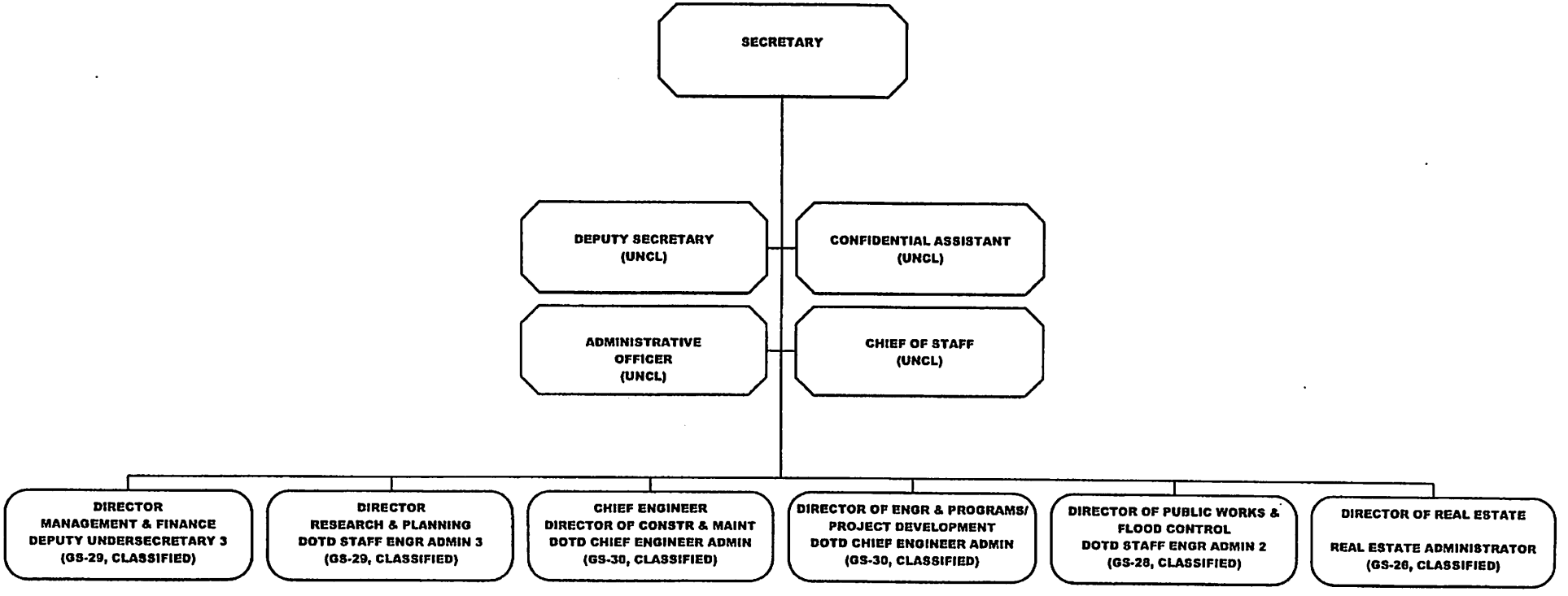
Frank

FRANK M. DENTON
SECRETARY

Attachment(s)

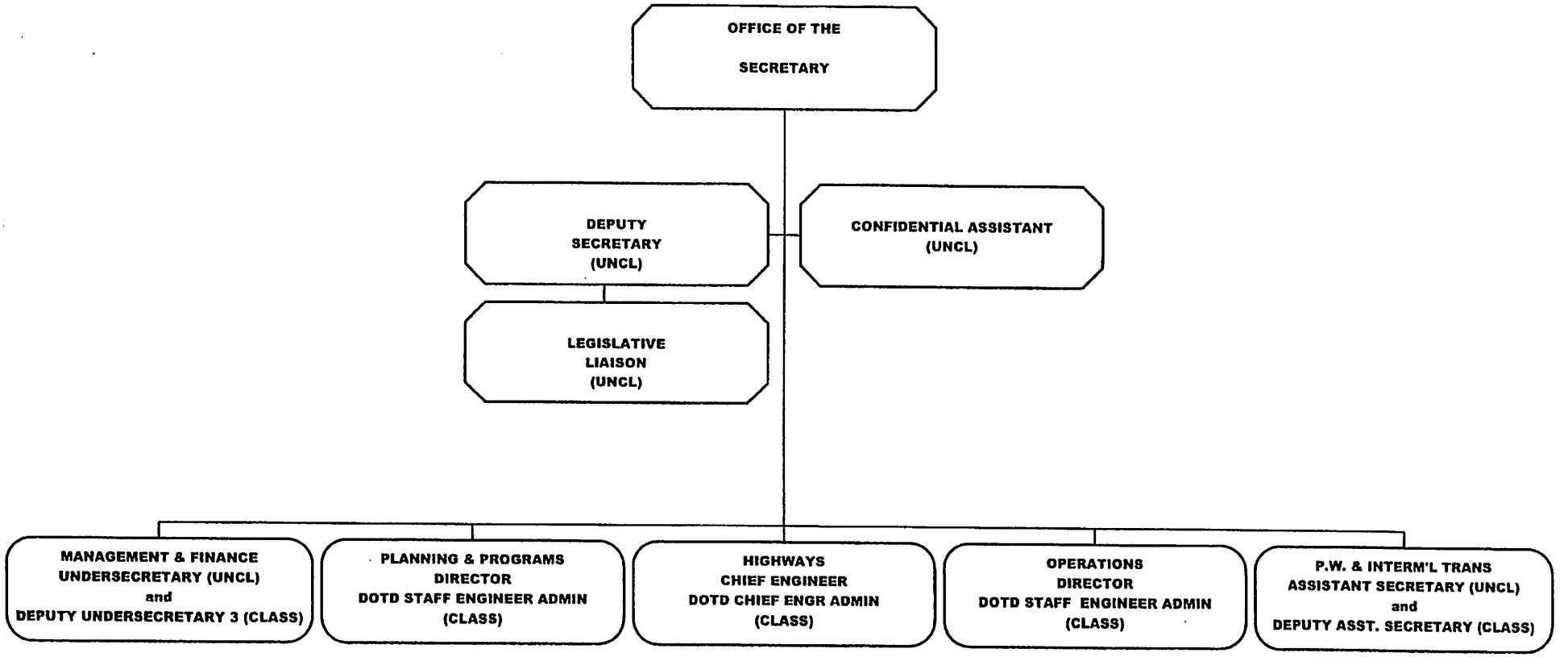
LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

EXISTING



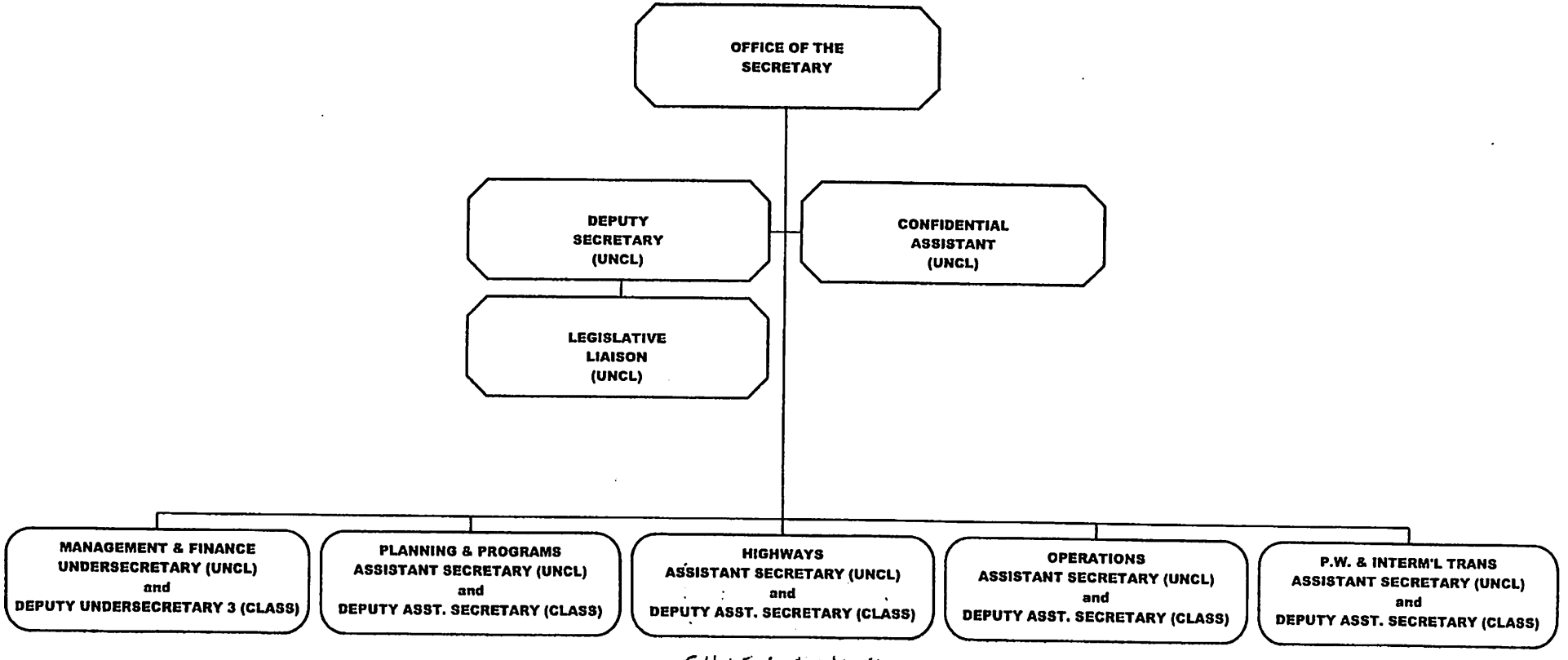
LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

PLAN A



PLAN B

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT



DOTD LEGISLATIVE LIAISON

Incumbent of the position will report to the Deputy Secretary and primarily serve as the agency's single point of contact for legislators, and thereby function as the legislative liaison, a position recommended by the legislature to the Governor via a recent survey of DOTD customer service.

In such capacity, incumbent will be responsible for providing timely and accurate responses to legislative inquiries and requests for information. Incumbent will facilitate the necessary coordination efforts when multi-division input is necessary to ensure uniformity and completeness of information. This may require that the incumbent research and analyze data in sensitive matters pertaining to highly complex agency programs and use his/her judgment and discretion in determining the most effective methods of communicating such matters. Incumbent must therefore be capable of understanding technical engineering terms and programs, federal/State funding and budgetary processes, the legislative process and additionally possess the ability to effectively discuss complex, multi modal transportation issues and priorities with legislators and members of the public. Incumbent will be expected to take a proactive role in improving DOTD's responsiveness to and relationship with legislative members by visiting legislative districts in order to personally collect input from state and local elected officials concerning transportation problems and priorities. Incumbent will also provide assistance in handling and/or coordinating local public hearings on transportation issues.

Through insight gained, incumbent may make recommendations to the Secretary as to how to solve problems or ensure program accomplishments. Incumbent may also independently develop information on various DOTD projects for the various Assistant Secretaries, Chief Engineer, and the Secretary to ensure accurate data is provided for decision making.

Incumbent may also be required to coordinate special programs and activities with various Offices/Divisions of DOTD and local, state and federal officials, legislators and others to ensure an efficient and effective operation. During the legislative sessions, incumbent will also assist in handling legislation, to include meeting with legislators to explain DOTD sponsored bills and obtain their support for those bills deemed in the best interest of the agency.