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:	50470711

Allocation Action:	Reallocated Up
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:	02/09/2023
Position Audited:	No
Audit Date:	
Comments:	Not to be used as a comparable

Log Number:	200224
Consultant:	JCA
Supervisor:	DEZ

DocuSign Envelope ID: 5CEC40F8-9206-46EE-898E-C84193768205

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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: 0700/0276	POSITION NUMBER: 50470711	
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): DOTD PROGRAM DIRECTOR	CURRENT PAY LEVEL: AS 622	CURRENT OFFICIAL JOB CODE: 172520
REQUESTED OFFICIAL JOB TITLE: STATEWIDE PROGRAM MANAGER 2	REQUESTED PAY LEVEL: AS 624	REQUESTED OFFICIAL JOB CODE: 173470

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: Rundell, Charles	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/OFFICE OF OPERATIONS/LA1/BATON ROUGE-S70/G001		HUMAN RESOURCES TELEPHONE: (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR: CHIEF MAINTENANCE ENGINEER	DIRECT SUPERVISOR'S POSITION NUMBER: 50338296	HUMAN RESOURCES EMAIL: 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
Doucet, Brad	50486831	Statewide Program Manager 2/DOTD

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

5	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.

EMPLOYEE	DATE	☐ 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	DATE	☐ 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) DocuSigned by: Kevin J. Reed 7EC73C4D0058484...	DATE 1/4/2023	☒ 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.
Kevin J. Reed, Chief Maintenance Engineer 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.

Statewide Program Manager 2
Director of Tolling Operations

As a Section Head and Appointing Authority, this position is responsible for leading and directing the Department of Transportation and Development (DOTD), Tolling Operations Section – Section 70. The mission of this position is to administer all Tolling Operations concerning the collecting and accounting of revenue within DOTD. The incumbent is responsible for the oversight of the current and future Statewide Toll Facilities. Current and future Statewide Toll Facilities include LA1 Phase 1 (current), LA1 Phase 2, Belle Chasse, I-12 HOV Managed Lanes, I-10 Calcasieu Bridge, Atchafalaya Basin Safety Corridor, and New Mississippi River Bridge. The incumbent is responsible for establishing and interpreting statewide statutes and policies related to the operation of the Statewide Toll Operations. The incumbent is under the administrative direction of the ITS Engineer Director and is reviewed through reports, meetings, and based on 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 the efficient and effective operation of the Section. The incumbent must be self-motivated, have leadership qualities to motivate a large staff of accountants and administrative personnel, be able to perform duties with minimum supervision, be customer-service oriented, and also be able to interpret and resolve unforeseen conditions with people and systems as they arise.

While in an 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 aforementioned executive staff, the incumbent may provide expert testimony before deliberative bodies such as legislative committees. Any job duty related to the dissemination of public information shall be coordinated with the DOTD Communications Director.

Duties and Responsibilities include:

40% Pursuant US Code 23USC 129: Toll roads, bridges, tunnels, and ferries and Louisiana Revised Statutes including but not limited to RS 47:820.5.4 – LA1Project Toll Violations, RS 47:820.5.5 – Interoperability, RS 47:820.5.6 – Free and Unhampered Passage on the Tomey J. Doucet Bridge – Emergency Vehicles, RS 47:820.5.7 - Free and Unhampered Passage on the Tomey J. Doucet Bridge – Emergency Vehicles of the town of Grand Isle, RS 47:820.5.9 – High-occupancy vehicle (HOV) lane violations, Tolling Operations is a complex operation which is supported by several divisions of DOTD, other state agencies, local government entities, the federal government, and private industry. The incumbent provides administrative direction and leadership to the Executive Leadership of the Department and external partners regarding all toll-related technology, equipment, facilities (current, new, and proposed), etc. This position leads and directs the development, monitoring, and controls the collection and reconciliation of all toll revenues. The incumbent establishes procedures and controls for all toll facilities to ensure that all revenue is properly accounted for and documented. This position provides administrative direction and leadership to all Toll Operations staff. The incumbent consistently monitors and updates business rules and audit processes for revenue collection for adherence and possible improvements. The incumbent is responsible for monitoring traffic patterns at toll facilities and implementing needed adjustments during peak traffic periods. This position is responsible for collaborating with the Public Information Section, local government officials, community leaders, and major employers to increase participation in AVI Toll Tag usage to improve traffic flow, safety, and customer service. The incumbent consistently monitors violation hearing processes and updates business rules, dates, and times as needed to better serve the customers during the hearing process. This position reviews existing tolling facilities and develops improvements with DOTD engineering personnel.

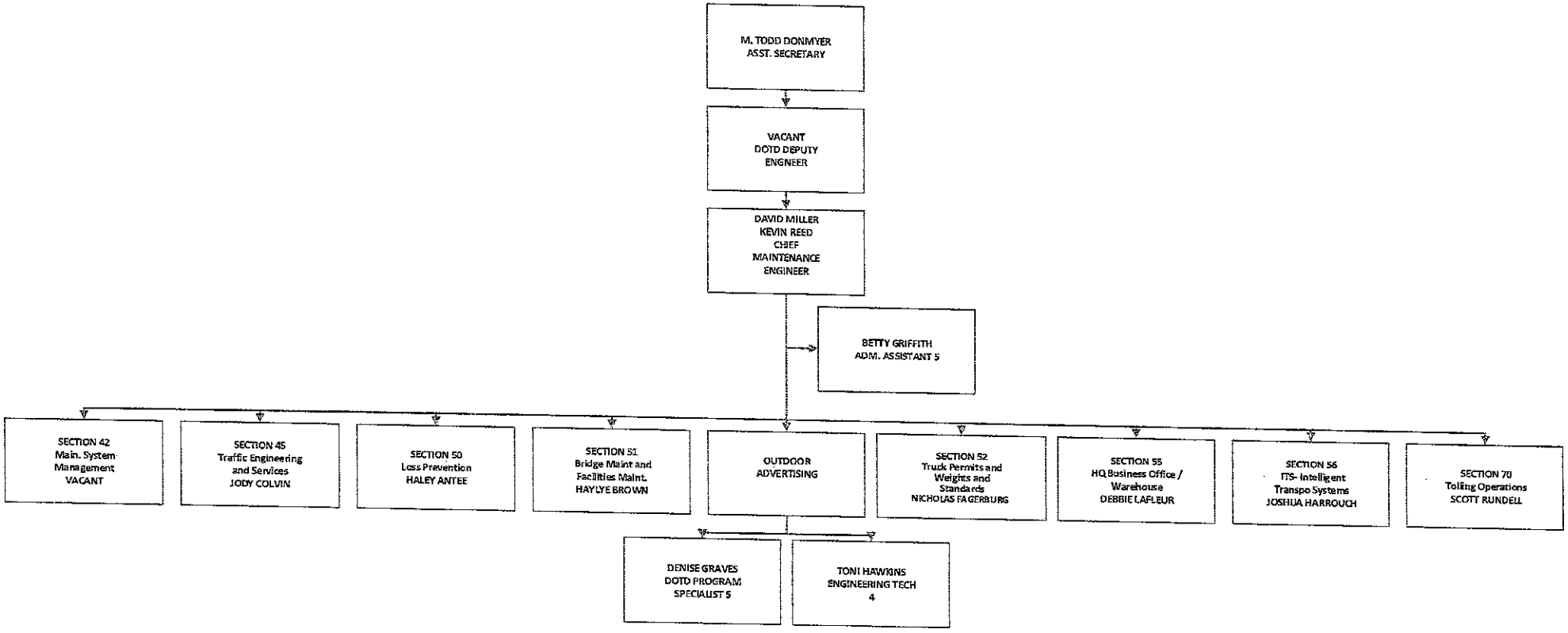
30% This position is responsible for monitoring the contracts for all current and future Statewide Toll Facilities. The incumbent is responsible for collaborating with DOTD Legal, Consultant Contract Services, Critical Projects, ITS, Management and Finance, proposers, and other external partners regarding current and future Statewide Toll Facilities. This position is responsible for assisting with contract negotiations (P3), reviewing toll gantry and roadway plans as well as installations. The incumbent ensures proper implementation of the Toll Back Office and Roadside Systems for current and future toll facilities. The incumbent also ensures contract milestones are met, deliverables are received and properly audited, and objectives are achieved (KPIs, etc.). This position ensures the timely review and payment of all toll-related invoices. Develops, monitors, and controls spending from the operating

budget of Section 70. Takes necessary steps to most effectively and efficiently utilize available funding, including continuous review of cost controls on contracts, managing the use of new technology and toll tags, as well as possible use of outsourcing options for certain toll operations functions. Formulates budget projections, coordinates and manages contracts, and approves contract invoices in support of the efficient and effective operations of the statewide tolling operations with limited input from higher levels of management and analyses by monitoring expenditures. Keep administrator informed of budget vs actual expenditures, particularly in the areas of salaries, overtime, travel, operating services, supplies, and professional services. Consults with DOTD Budget Office to secure additional funds as needed for special projects, emergency needs, transfers, etc. The incumbent coordinates with legislative auditors for compliance with audits of the program. This position is responsible for and coordinates with the Audit Section to ensure all contracts, supplemental agreements, and task orders comply with final audit requirements.

15% Takes necessary steps to monitor current best available and future technology in the tolling industry through proper communication with tolling vendors, consultants, and agencies in peer states. Considers new equipment and AVI technology as technology improves and becomes more cost-effective. Communicates with other state agencies involved in tolling on the possibility and feasibility of system interoperability between multiple tolling systems. Plans and arranges visits with other states and tolling operations staff on training events to stay on top of most recent technology advancements.

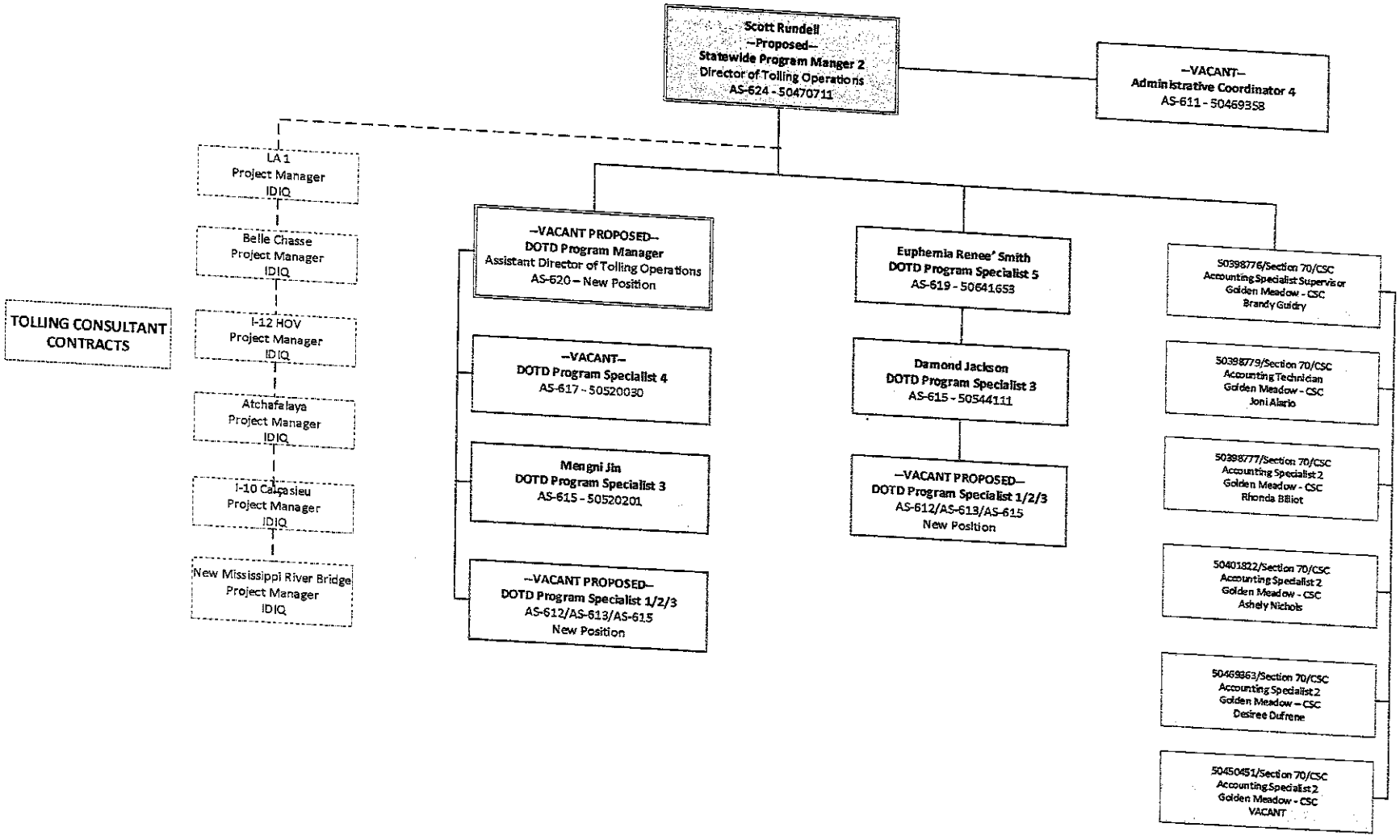
10% Supervises Human Resources activities for Section 70, ensures personnel actions comply with federal and state law, Civil Service Rules, Affirmative Action goal, Family/Medical Leave, Substance Abuse testing, new employee's orientation, loss prevention procedures, benefits administration, overtime regulations, etc. Ensure proper maintenance/retention of employment records, supervises preparation and completion of documents as well as investigate accidents related to claims for Worker's Compensation. Supervise workforce development program for Tolling Operations, including assessment of training needs, provision of required training of employees, compliance with structured training programs, mandatory courses/certification, and licensure requirements.

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


M. TODD DONMYER
ASST. SECRETARY
VACANT
DOTD DEPUTY
ENGINEER
DAVID MILLER
KEVIN REED
CHIEF
MAINTENANCE
ENGINEER
BETTY GRIFFITH
ADM. ASSISTANT 5
SECTION 42
Main. System
Management
VACANT
SECTION 45
Traffic Engineering
and Services
JODY COLVIN
SECTION 50
Loss Prevention
HALEY ANTEE
SECTION 51
Bridge Maint and
Facilities Maint.
HAYLYE BROWN
OUTDOOR
ADVERTISING
SECTION 52
Truck Permits and
Weights and
Standards
NICHOLAS FAGERBURG
SECTION 55
HQ Business Office /
Warehouse
DEBBIE LAFLEUR
SECTION 56
ITS- Intelligent
Transpo Systems
JOSHUA HARROUCH
SECTION 70
Tolling Operations
SCOTT RUNDELL
DENISE GRAVES
DOTD PROGRAM
SPECIALIST 5
TONI HAWKINS
ENGINEERING TECH
4

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

TOLLING OPERATIONS
SECTION 70



STATECIVILSERVICE

CERTIFICATION OF SUPERVISORY ELEMENTS OVER CONTRACT PERSONNEL

Form Revision Date: 01/2020

- *This form should be included as an attachment with the official position description and is subject to SCS updating guidelines for position descriptions.*
- *This agreement expires upon a major change to the content of the contracts.*

As an Appointing Authority for (50470711), I certify that this information supplements the information as presented in the official position description. I also certify that the information contained in this document accurately represents the contractual agreements of our agency. Furthermore, I certify that any allocations based upon information in this document are subject to review by the Department of State Civil Service for accuracy and may be lowered if it is determined that the information or allocation does not meet the allocation requirements established by State Civil Service.

I understand that the Department of State Civil Service is closely reviewing the concept of allowing supervisory and/or managerial positions with few or no direct subordinates to exert substantial on-going regulatory authority over contract personnel. In determining whether or not regulatory authority is sufficient to equate with direct supervision, the Department of State Civil Service requires details of the contract(s) and answers to various questions. As a part of the contract details, the Department requests the annual salary of the contract personnel in order to equate the salary amounts of the contract personnel to pay levels within the classified pay schedules in accordance with the applicable allocation criteria memos.

Position Number:	TBD

POSITION QUESTIONS		
1)	Can the incumbent reject or modify a contractor's major decisions?	Yes
2)	Can the incumbent instruct contract staff to change priorities?	Yes
3)	Are contracted personnel *required* to solicit advice from the incumbent of this position?	Yes
4)	Does the incumbent have signature authority to authorize their department to pay private contractors?	Yes
5)	Does the incumbent evaluate the performance of the contractor?	Yes
6)	Does the incumbent have the ability to have contract staff replaced or disciplined?	Yes
7)	Does the incumbent perform supervisory/managerial tasks? (Examples: assigning work, planning, preparing budgets, setting performance indicators, etc.) Details about the tasks performed should be included in the duty statements for the position's official position description. Any applicable supervisory elements should also be indicated in Section 4 of the official position description.	Yes
8)	Does the incumbent share responsibility for supervising/managing the contract staff (as listed below) with any other classified positions? If yes, please provide position numbers of the classified positions.	No

DETAILS OF THE CONTRACT(S)

If additional contracts are supervised / managed by this position, please list on a separate sheet or in the additional agency comments section below.

Name/Type of Contract:	Contract Start Date:	Contract End Date:	Contract Amount:	# of Contract Employees Supervised:	Annual Salary of Contract Personnel*:
HNTB/IDIQ STATEWIDE TOLLING SUPPORT	07/01/2022	06/30/2027	$7,000,000	1	$183,372.80
HNTB/IDIQ STATEWIDE TOLLING SUPPORT	07/01/2022	06/30/2027	$7,000,000	1	$122,387.80

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HNTB/IDIQ STATEWIDE TOLLING SUPPORT	07/01/2022	06/30/2027	$7,000,000	1	$167,148.80
ETCC - LA1 Toll System	02/01/2012	11/01/2024	$11,795,823	1	$158,984.80
Atchafalaya Basin Bridge Safety Corridor	Undetermined	Undetermined	Undetermined	Undetermined	Undetermined
CARMA - I-12 HOV Under Negotiations	Undetermined	Undetermined	Undetermined	Undetermined	Undetermined

**If annual salaries of contract personnel are different for each employee, please list each annual salary amount for those contract employees who are supervised by the classified position listed above.*

Appointing Authority Signature	Appointing Authority Job Title	Date
	Chief Maintenance Engineer	1/27/2023

Additional Agency Comments

LA1 Current Toll System - ETCC: The incumbent is currently managing this contract. This will change to Plenary/Kapsch once the new toll system is complete.

I-12 HOV - Consultant - Carma: The incumbent is currently participating in the negotiations process of this contract.

Atchafalaya Basin Bridge Safety Corridor: The incumbent is currently participating in the preliminary work for this project. Also, the incumbent is working to find a vendor that can supply the required technology.

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