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:	50500706

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:	07/15/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181144
Consultant:	YM
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
0700/0276	50500706

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Program Manager	AS 620	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
Norton, Keri	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Engineering/LTRC/S33/U006/EBRP		(225) 379-1259
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

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

11	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 Keri Norton	7/8/2021	☑ 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 mary leah coco	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) mary leah coco	DATE 7/14/21	☑ 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 Mary Leah Coco Associate Director, Technology Transfer & Training		

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 plans, directs and develops policy and procedure for highly diverse, extensive and important progressive structured training programs that are of critical impact to the overall objective of DOTD. This position manages a staff of professional program specialists and technicians to provide for the establishment, development, production and coordination of technical transportation training statewide for DOTD employees and the transportation community, including outside contractor and consultant personnel. This position is responsible for ensuring that all programs comply with federal and state laws, policies, and procedures.

The incumbent in this position participates in strategic planning and is frequently asked to lead department task groups, which develop programs and policies that affect the overall function and effectiveness of DOTD. This position maintains the PPM 59, which defines the department's workforce development policies.

The incumbent in this position makes decisions and recommendations in areas of technology transfer and training that are recognized as authoritative and have far-reaching impact on training and related activities of the organization and the transportation community.

While in the 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.

50% Directs a staff of DOTD program professionals in each of the DOTD structured training program areas of the Technology Transfer Section and coordinates the activities of the district training offices (Engineering Technicians) to establish, develop, produce, implement, and deliver technical training and leadership training programs to all DOTD employees; as well as, to parish, local and regional public agencies and the transportation industry within Louisiana and national entities engaged in various activities in the transportation field. Directs, develops, and implements policies, procedures and long and short-range goals relative to the rules, regulations, policies, and procedures that govern the identified structured training programs. Manages highly technical and department-specific programs that are critical to the DOTD reaching its overall objective. Directs, develops, implements, and maintains 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. Evaluates training needs, designs, develops, and teaches training materials for various topics to a variety of populations in the transportation industry. Serves as a specialized expert on a project basis for technical areas. Manages Learning Management System (i.e., data entry, record updates, training report generation, etc...) for course and program areas. Participates in special projects such as competency modelling, needs assessment reviews, etc., as assigned. Oversees the creation of policies and procedures as they relate to technology transfer for the DOTD, which directly impact all 4,200 departmental employees as well as non-departmental consultants and contract employees.

25% Coordinates the activities of the LTRC structured training program areas to ensure uniformity in the structured training programs statewide and to ensure compliance with all federal and state laws, procedures, and policies. Facilitates efficient communication between LTRC, district and section administrators, district training offices, and section training coordinators, task group members, development consultants, university course developers and DOTD employees regarding structured training programs. Regularly updates the structured training programs in consultation with the DOTD Transportation Curriculum Council. Initiates contact between staff members and

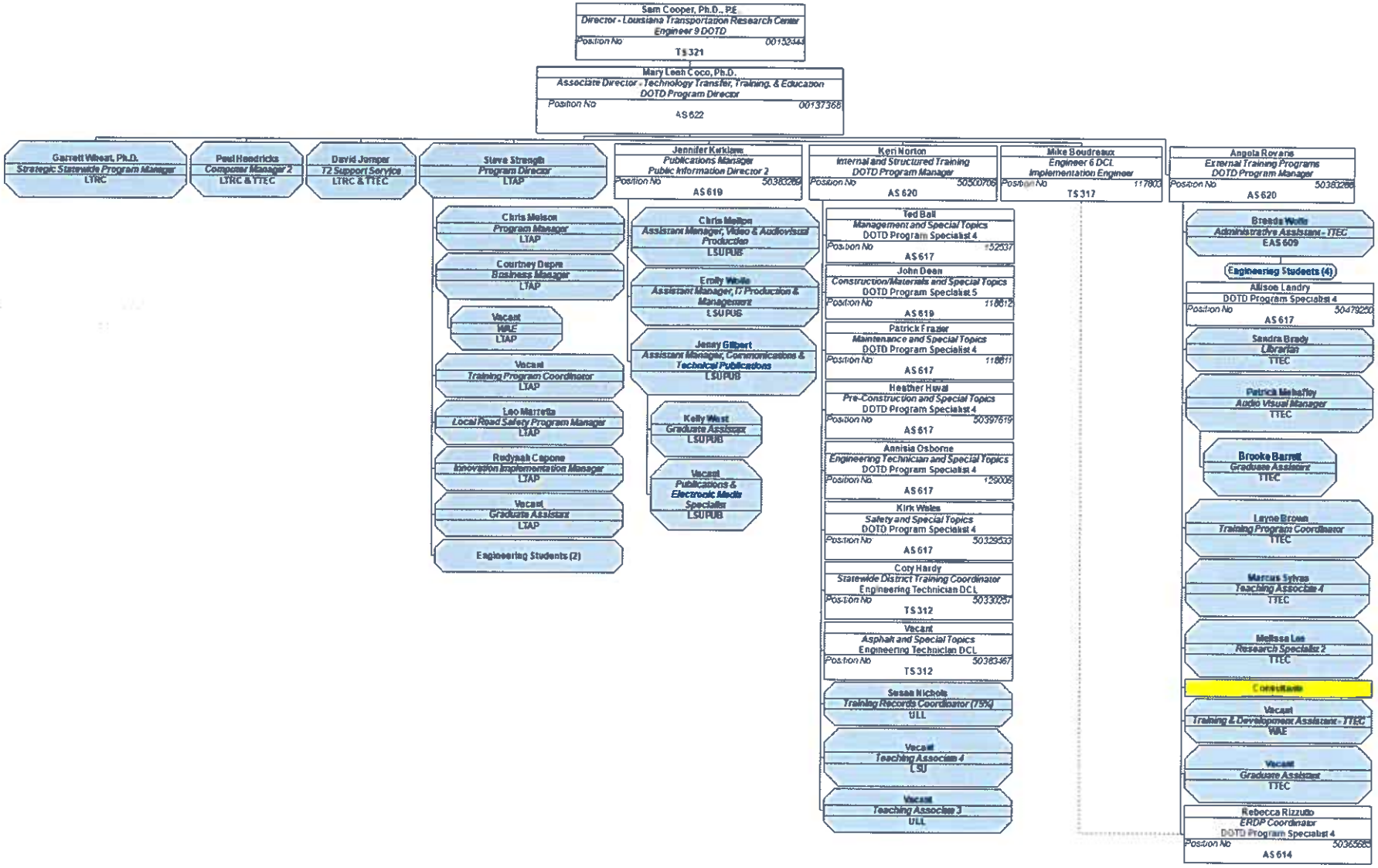
other department staff and industry representatives for possible use as subject matter experts on membership in technical training course development committees and approves committee members.

5% Prepares Performance Evaluation System rating and planning forms for staff and monitors progress throughout rating cycle. Prepares Individual Development Plans for staff.

5% Prepares the program's operating budget, personnel matters, staffing needs, and prepares the program's strategic and operational plans and performance indicators. Administers contracts for the program areas.

5% Leads and serves on a number of department task groups to improve the management and operations of DOTD programs statewide including the Transportation Curriculum Council governed by PPM 47.

5% Represents Louisiana at the National Transportation Training Directors (NTTD) Meeting, member of the AASHTO Transportation Curriculum Coordination Council and other special committees and technical professional organizations relative to transportation 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
Training and Technology Transfer