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:	50521278

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:	11/06/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	163822
Consultant:	KTM
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	50521278

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
50386751	276402550	EBR	0050

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
Murphy, Yvonne	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD - Office of Emergency Operations, Section 55, Annex Bldg. HQ, BR, LA		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD - Emergency Operations Dirctor	50332136	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

3	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 Yvonne Murphy	10-23-19	☒ 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	10/23/19	☒ 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)	11/5/19	☒ 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.

Vince Latino, Assistant Secretary

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.

This position requires administrative and operational oversight of the agency's cost recovery for its expenditures in preparation for and response to emergencies. Works closely with local, state and federal agencies in the development of all emergency plans. Coordinates with the Training/Exercise Specialist to ensure DOTD personnel are appropriately trained. Available 24/7 for emergency response. Represents the Department at meetings, workshops, conferences, etc. Performs other duties as needed. Responsible for briefing and making constructive recommendations to the Emergency Operations Director on issues impacting the section's operational capabilities. Responsible for participating in all meetings, training, exercise's and related after action reviews (AAR's), following exercises or actual events within prescribed timeframes. Ensure implementation of corrective actions identified from the AARs within established suspense dates. Must possess outstanding organizational and communications skills and have a competent working knowledge of Microsoft Office and Excel software programs/applications. Requires knowledge of local, state and federal government agencies and their operational relationship during declared disasters. Available 24/7 in support of emergency response efforts. Must be available for overnight travel, on call 24 hours a day, seven days a week and be able to work 12 hour shifts for extended periods during emergencies. Performs other duties as needed. Must possess a valid Louisiana driver's license.

The incumbent will supervise Cost Recovery Operations Specialists by determining work assignments, training requirements, reviewing and approving work, approving leave and conducting other administrative duties.

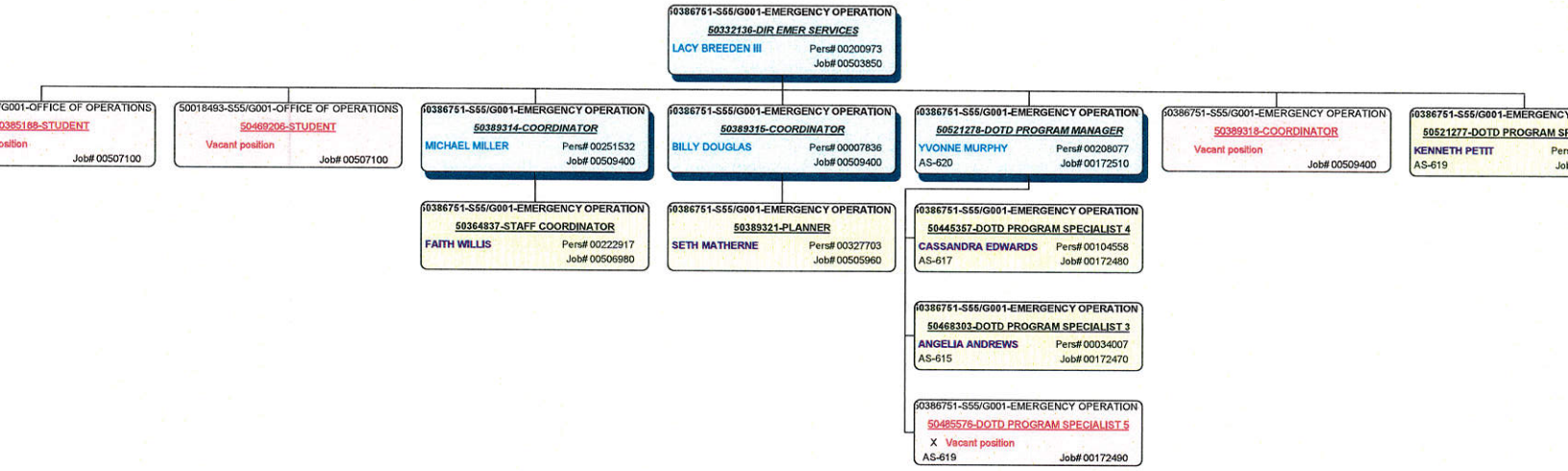
Requires professional level work experience in planning, analysis, and research.

65% Oversees and coordinates the agency's Emergency Cost Recovery Programs. Development, coordination, maintenance and execution of plans and procedures to carry out the cost recovery responsibility. Collects, researches, documents and analyzes data through numerous resources including contact with high level public officials in order to develop plans and procedures. Oversees work and process of any contracted/augmented personnel to DOTD for cost recovery. Lead for submission of all emergency cost recovery information, documents, routine and disaster-specific reports. Oversees all MOUs related to emergency and mitigation programs. Lead responsibility for coordinating with the Governor's Office of Homeland Security and Emergency Preparedness on grant funds available for the protection of critical infrastructure and Hazard Mitigation funds. Ensures both DOTD Emergency Operations Centers have adequate personnel support to track/monitor costs associated with preparing for and responding to emergencies. Provides information to the agency during an emergency response for proper coding of time sheets, work orders, and project work sheets. Analyzes proposed state and federal legislation which impacts emergency management and prepares reports/recommendations for the Emergency Operations Director. Provides the Executive Staff and Director of Emergency Operations a daily cost summary of expenditures for responding to emergencies. Submits required daily cost information to GOHSEP during the course of the agency's response to emergencies. Ensures the archival of all documents related to emergency cost recovery in accordance with FEMA, state, and other governing federal agencies. Reviews all emergency operations plans to ensure consideration of cost recovery, as well as compliance with state and federal laws and regulations. Develops and manages the individual and collective training program for emergency response cost recovery support. Performs research on needed training and develops training calendars and schedules. Disseminates training schedule to DOTD personnel with emergency cost recovery responsibilities. Coordinates closely with LTRC, the Governor's Office of Homeland Security and Emergency Preparedness' (GOHSEP) Training Officer and the Federal Emergency Management Agency's (FEMA) Emergency Management Institute. Instruct courses and/or identify instructors for training courses.

15% Oversees and coordinates the Emergency Cost Recovery Programs available to the Department through the FEMA Public Assistance Program, the FHWA Emergency Relief Program and the FHWA Urban System Relief Program. Ensures contract support is in place for assistance with recovery cost programs.

10% Represents the Department at meetings, workshops, conferences, etc., in order to coordinate emergency plans and procedures and maintain knowledge of current trends in emergency management, debris management, and damage assessment.

10% Performs other duties assigned during normal operations, and perform duties and responsibilities as assigned during emergencies/disasters. Continuously improve the performance of the Emergency Operations Section. Provide input in the development of section goals/ objectives and strategic planning. Provides assistance to other personnel in the section as needed/required for mission accomplishment. Participate in emergency exercises. Participate in after action reviews following exercises and actual events. Ensure implementation of corrective actions identified from the AARs within established suspense dates. Keeps Emergency Operations Director informed on issues negatively impacting the section's operational capability. Represents the Department at meetings, workshops, conferences, etc. Performs other duties as assigned during normal operations. Performs duties and responsibilities as assigned during emergencies/disasters.

Date/Time: 1

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