DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

# UNCLASSIFIED POSITION AUTHORITY APPROVAL

Form Est: 01/2017

STATECIVILSERVICE

| | |
|---|---|
| Department: | 0700 - DOTD |
| Agency: | 0276 - DOTD-Engineering & Operations |
| Position Number: | 50551945 |
| Multiple position numbers: | No |

| | |
|---|---|
| Unclassified Authority Action: | Commission Approved 4.1(d)2 Position Renewed |
| Official Unclassified Job Title: | SPECIAL PROJ OFF |
| Job Code: | 507680 |
| Pay Range Minimum: | 36.06 |
| Pay Range Maximum: | 57.69 |
| Approval From: | 02/07/2020 |
| Approval To (Expiration Date): | 02/06/2024 |
| Additional Hours Approved: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 164168 |
| Consultant: | VWK |
| Supervisor: | NJT |

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

**Office of Management and Finance**
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1010 | fx: 225-379-1851

**John Bel Edwards,** Governor
**Shawn D. Wilson, Ph.D.,** Secretary

November 13, 2019

Mr. Byron Decoteau, Jr., Director
Department of Civil Service
Post Office Box 94111, Capitol Station
Baton Rouge, LA 70804-9111

**RE: 4.1(d)2 Renewal Authority for the DOTD Innovative Procurement Program Manager**

Dear Mr. Decoteau,

This is to request the Civil Service Commission's approval to renew the authority for the position of Innovative Procurement Program Manager (Special Projects Assistant – 507680) under Civil Service Rule 4.1(d)2, for a period of four (4) years, ending on February 6, 2024.

DOTD is requesting to extend the authority for the Innovative Procurement Program Manager position to continue to utilize Innovative Procurement options; the incumbent is responsible for solicitation and procurement activities between DOTD and private businesses in an effort to secure alternative funding sources to address the State of Louisiana's growing infrastructure needs. DOTD has approximately a $14.1 billion backlog of road and bridge projects. Approximately $600 million in federal Grant Anticipation Revenue Vehicle Bonds (GARVEE Bonds) are being utilized to expedite delivery of four (4) major projects that have been part of the State's Transportation Master plan for decades; these projects include the I-10 Calcasieu River Bridge in Lake Charles and the Jimmie Davis River Bridge connecting Caddo and Bossier Parish (It is anticipated that the procurement for the last of these projects will be completed in FY 23). Also, Act 443 from the 2019 Legislative session dedicated $700 million from the Deepwater Horizon litigation to transportation projects starting in FY 21; these projects will utilize innovative procurement activities in order to meet the time constraints outlined in the Act. Finally, the incumbent of this position may be assigned other projects by the Secretary as innovative means and methods are deemed necessary to delivery.

We would appreciate your placing this request on the Commission's agenda for its December 2019 meeting. Please contact Susan Pellegrin, Human Resources Director, at (225) 379-1259 if you have any questions regarding this request.

Sincerely,

Barry Keeling
Undersecretary

BK:SSP:ms

Enclosures

C: Chris Knotts
Don Johnson
Susan Pellegrin

STATECIVILSERVICE

# REQUEST FOR EXEMPTION FROM THE CLASSIFIED SERVICE

Form Revision Date: 03/2019

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

| AGENCY NAME | MAJOR AGENCY CODE | PERSONNEL AREA CODE |
|---|---|---|
| DOTD | 0700 | 0276 |

## TYPE OF REQUEST

☐ **DIRECTOR APPROVED [4.1(d)1]**
*1245 hour limit in a 12 month period*
☐ NEW POSITION AUTHORITY
PROPOSED EFFECTIVE DATE
☐ RENEWAL OF POSITION AUTHORITY
☐ EXTENSION OF 1245 HOUR RESTRICTION
***(Commission approval required)***
ADDITIONAL HOURS REQUESTED

☒ **COMMISSION APPROVED [4.1(d)2]**
☐ NEW POSITION AUTHORITY
PROPOSED EFFECTIVE DATE
☒ RENEWAL OF POSITION AUTHORITY

## NEW POSITION AUTHORITY INFORMATION

| JOB TITLE | JOB CODE (if known) | WORKING JOB TITLE *(if used)* | REPORTS TO (JOB TITLE) |
|---|---|---|---|
| | | | |

| PAY RANGE (*Hourly*) | NUMBER OF POSITIONS REQUESTED | LENGTH OF TIME POSITION(S) NEEDED |
|---|---|---|
| | | |

## 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

## RENEWAL OF POSITION AUTHORITY INFORMATION

| CURRENT EXPIRATION DATE | CURRENT POSITION NUMBER(S) | NUMBER OF POSITIONS |
|---|---|---|
| 2/6/2020 | 50551945 | 1 |

| JOB TITLE | JOB CODE (if known) | WORKING JOB TITLE *(if used)* | REPORTS TO (JOB TITLE) |
|---|---|---|---|
| Special Projects Officer | 507680 | Innovative Procurement Program Manager | DOTD Chief Engineer Administrator |

| PAY RANGE (*Hourly*) | NUMBER OF HOURS WORKED (in previous appointment period) |
|---|---|
| $75,000 - $120,000 | ***Applies to Director Approved [4.1(d)1] Positions Only*** |

| EMPLOYEE NAME(S) | Peggy Paine | EMPLOYEE ID(s) | 71608 |
|---|---|---|---|

## EXTENSION OF 1245 HOUR RESTRICTION INFORMATION

| EMPLOYEE NAME(S) | | EMPLOYEE ID(s) | |
|---|---|---|---|

| POSITION NUMBER(S) | JOB TITLE | JOB CODE |
|---|---|---|
| | | |

| EFFECTIVE DATE OF APPOINTMENT | ONE YEAR APPOINTMENT EXPIRATION DATE | NUMBER OF HOURS EMPLOYEE HAS ALREADY WORKED IN THIS POSITION? Hours as of Date |
|---|---|---|
| | | |

## ADDITIONAL INFORMATION

Please explain why a classified appointment is not appropriate for this position (i.e. unique background or qualifications) What makes these duties distinctively different from similar duties in the classified service?

This poisiton is responsible for soliciting funding from private entities as part of Public-Private Partnerships for the purpose of finding alternative funding streams for DOTD's transportation projects.

| If based on an initiative of the Agency Head, explain the program or project based on this initiative and the level and duration of this work. |
|---|
| TDOTD has approximately a $14.1 billion backlog of road and bridge projects. Approximately $600 million in federal Grant Anticipation Revenue Vehicle Bonds (GARVEE Bonds) are being utilized to expedite delivery of four (4) major projects that have been part of the State's Transportation Master plan for decades; these projects include the I-10 Calcasieu River Bridge in Lake Charles and the Jimmie Davis River Bridge connecting Caddo and Bossier Parish (It is anticipated that the procurement for the last of these projects will be completed in FY 23). Also, Act 443 from the 2019 Legislative session dedicated $700 million from the Deepwater Horizon litigation to transportation projects starting in FY 21; these projects will utilize innovative procurement activities in order to meet the time constraints outlined in the Act. Finally, the incumbent of this position may be assigned other projects by the Secretary as innovative means and methods are deemed necessary to delivery. |

## AGENCY APPROVAL

| Signature of Appointing Authority or Designee | DATE |
|---|---|
| Barry D Keeling | 11-13-19 |
| Print Name and Title of Person Signing this Request | |
| Barry Keeling, Undersecretary | |

## CONTACT INFORMATION (HUMAN RESOURCES)

| | | | |
|---|---|---|---|
| NAME | Michelle Sanders | Phone Number | 225-379-1288 |
| EMAIL | Michelle.Sanders@la.gov | | |

## JOB DUTIES AND RESPONSIBILITIES

### ORGANIZATIONAL CHART MUST BE ATTACHED

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 purpose of this position is to lead solicitation and procurement activities between DOTD and private businesses.

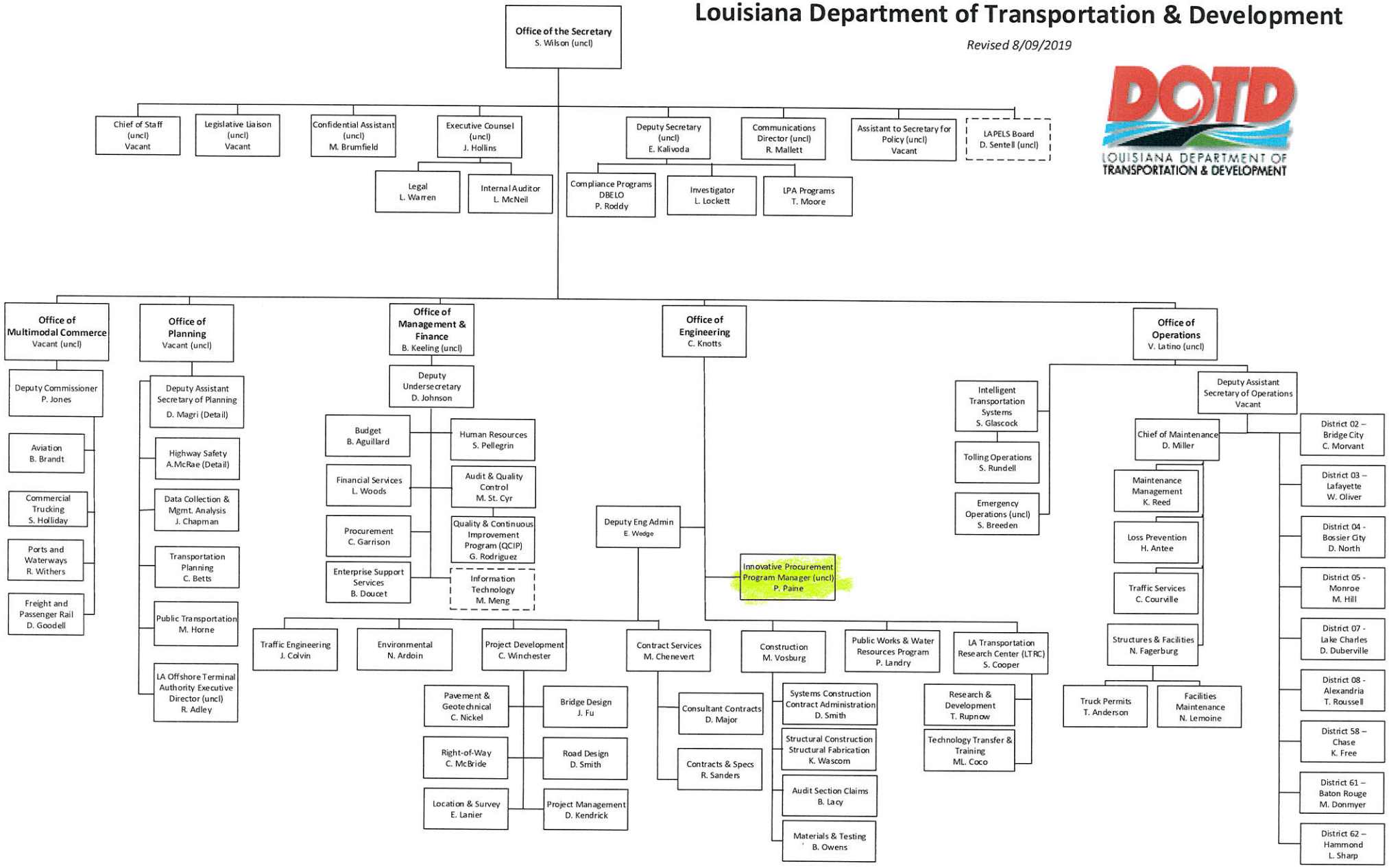
65% Lead project development activities (i.e. risk assessment, Value for Money (VfM) analysis, financial and technical feasibility analysis, etc.). Coordinate program management activities with other DOTD divisions and Agencies. Report findings to the Executive Staff with recommendations on appropriate delivery models. Stay abreast of the latest developments in innovative finance and innovative project delivery methods. Assist the Chief Engineer with identifying, evaluating, and developing innovative and technology-based solutions for transportation challenges. Negotiates and administers contracts with businesses for complex projects developed under innovative delivery models.

30% Develop and maintain an Implementation Manual and Guidelines as well as develop draft policies and procedures for DOTD use. Coordinate with other divisions to ensure procurement policies are followed. Assist the Office of Engineering with developing and maintaining a document library for existing and future innovative procurement projects. Coordinate with other divisions to ensure contracts are properly managed.

5% Other duties as assigned, including, but not limited to, disaster/emergency support activities.

# Louisiana Department of Transportation & Development

*Revised 8/09/2019*



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

**Office of the Undersecretary**
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1270 | fx: 225-379-1848

**John Bel Edwards**, Governor
**Shawn D. Wilson, Ph.D.**, Secretary

January 16, 2018

Mr. Byron Decoteau, Jr., Director
Department of Civil Service
Post Office Box 94111, Capitol Station
Baton Rouge, LA 70804-9111

RE: 4.1(d)2 Authority for the Department of Transportation and Development's (DOTD) Innovative Procurement Program Manager

Dear Mr. Decoteau,

This is to request the Civil Service Commission's approval to establish unclassified authority for the position of Special Projects Officer (Job Code 507680) under Civil Service Rule 4.1(d)2.

Currently, DOTD has approximately a $13 billion backlog of road and bridge projects. As you may recall, a bid to increase the state gas tax by 17 cents per gallon, and raise about $500 million per year for roads and bridges, did not make it to a vote in the Legislature. DOTD is requesting to create this unclassified Special Projects Officer to utilize Innovative Procurement options approved by the Federal Highway Administration (FHWA) in an effort to secure alternative funding sources to address the State of Louisiana's growing infrastructure needs. This position will be responsible for solicitation and procurement activities between DOTD and private businesses.

Please place this request on the agenda for consideration by the Commission at its February 7, 2018 meeting. Should you need additional information concerning this request, please contact Susan Pellegrin, Human Resources Director, at (225) 379-1259 or Michelle Sanders, Human Resources Manager, at (225) 379-1288.

Sincerely,

Barry Keeling
Undersecretary

BK:SSP:mrh

Enclosures

c: Don Johnson
Chris Knotts
Susan Pellegrin
Michelle Sanders

Louisiana SCS State Civil Service

# REQUEST FOR EXEMPTION FROM THE CLASSIFIED SERVICE

Form Revision Date: 11/2016

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

## FOR CIVIL SERVICE USE ONLY

| Signature of State Civil Service Director | Approval Dates | |
|---|---|---|
| | FROM | TO |
| *Byron P. Decoteau, Jr., Director, State Civil Service* | | |

| Compensation Division Approval | Log Number | Request Number |
|---|---|---|
| | | |

| Comments | New Position Number(s) |
|---|---|
| | |

COMPLETE THE FOLLOWING INFORMATION FOR NEW AND EXTENSION REQUESTS
INCOMPLETE FORMS WILL BE RETURNED TO THE AGENCY WITHOUT ACTION

| AGENCY NAME | PERSONNEL AREA NUMBER | DATE OF REQUEST |
|---|---|---|
| DOTD | 0700/0276 | 1/17/2018 |

## TYPE OF REQUEST

☐ **Director Approved [4.1 (d) 1]**
*1245 hour limit in a 12 month period*

- ☐ New Position Authority
- ☐ Renewal of Position Authority
- ☐ Extension of 1245 hour restriction
  *(Commission approval required)*

☒ **Commission Approved [4.1 (d) 2]**
*All other requests for exemption of positions from the classified service.*

- ☒ New Position Authority
- ☐ Renewal of previously approved position authority

## NEW POSITION INFORMATION

| Job Title | Job Code *(if known)* | Working Job Title *(if used)* | Reports To *(Job Title)* |
|---|---|---|---|
| Special Projects Officer | 507680 | Innovative Procurement Program Manager | DOTD Chief Engineer Administrator |

| Anticipated Number of Work Hours Per Week | Pay Range | Number of Positions Requested | Length of Time Position(s) Needed |
|---|---|---|---|
| 40 | $75,000 - $120,000 | 1 | 4 years |

| Proposed Effective Date *(if not indicated, effective date will be two weeks from the date of approval)* | February 7, 2018 |
|---|---|

| Organizational Unit Number | Cost Center Number/Fund | Work Parish | Personnel Subarea |
|---|---|---|---|
| 2761025300 | 2761025300/27600TT102 | EBRP | 0100 |

Employee Group (Choose One)
☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

## EXTENSION INFORMATION *(Attach most recent approval.)*

| Current Position Number(s) | Current Expiration Date | Number of Positions Requested | |
|---|---|---|---|
| | | | |
| **Job Title** | **Job Code *(if known)*** | **Working Job Title *(if used)*** | **Reports To (Job Title)** |
| | | | |

| Employee Name(s) | Employee ID(s) | Pay Range |
|---|---|---|

| | | |
|---|---|---|
| | | |
| **[4.1 (d) 1]**<br>**Extensions of 1245 Hour Restriction** | **[4.1 (d) 2]**<br>**Position Authority Renewals** | |
| **Additional Hours Requested** | **Length of Time Position(s) Needed** | **Number of Hours Worked**<br>*(weekly per FY)* |
| | | |

| **ADDITIONAL INFORMATION** | |
|---|---|
| Has the incumbent in the requested position(s) been appointed to a Classified or Unclassified WAE position at your agency, or another state agency, within the last 12 months? | ☐ YES<br>☒ NO |
| Has the SCS Commission previously approved an extension of hours for the incumbent(s) in this position performing the same duties within the last 12 months? | ☐ YES<br>☒ NO |

Please explain why a classified appointment is not appropriate for this position. (***What makes these duties distinctively different from similar duties in the classified service).***

This position will be responsible for soliciting funding from private entities as part of Public-Private Partnerships for the purpose of finding alternative funding streams for DOTD's transportation projects.

If based on an initiative of the Agency Head, explain the program or project based on this initiative and the level and duration of this work.

The failure of the proposed gas tax has forced DOTD to look into alternate funding sources to complete projects.

Does the job require a unique background or qualifications? If so, what are they?

Baccalaureate degree. Experience in transportation engineering, highway construction, report writing, policy and procedure development, or contract development and contract administration. Demonstrated knowledge of project and program development, management, and in negotiations. Skill in risk management. Skill in developing and giving presentations; effective communication (orally and in writing), with both technical and non-technical audiences. Skill in coaching and training. Skill in the use of computers and software applications. Ability to interpret and effectively apply policies and procedures and federal and state procurement laws. Demonstrated team player, fast learner and independent thinker.

Preferred candidate may possess Project Management Professional (PMP) Certification, Juris Doctorate, MS in Project Management, or MBA; knowledge of innovative delivery models and innovative procurement delivery processes; familiarity with emerging technologies in transportation as well as have a comprehensive knowledge of, and experience with, the various innovative finance and project delivery methods.

| AGENCY APPROVAL | |
|---|---|
| **Signature of Appointing Authority or Designee** | **Date** |
| Barry R Keeling | 1-16-18 |
| **Print Name and Title of Person Signing this Request** | |
| Barry Keeling, Undersecretary | |

| **Contact Information *(Human Resources Contact)*** | | | |
|---|---|---|---|
| **Name** | Michelle Hughes | | |
| **Email** | Michelle.Hughes2@la.gov | **Phone Number** | **225-379-1669** |

## DUTIES AND RESPONSIBILITIES

**This duty and responsibility sheet must be included outlining the job duties by percentage (%) of time.** Must include a comprehensive org chart that shows all positions and reporting relationship in the unit where the position is located.

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.

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The purpose of this position is to lead solicitation and procurement activities between DOTD and private businesses.

65% Lead project development activities (i.e. risk assessment, Value for Money (VfM) analysis, financial and technical feasibility analysis, etc.). Coordinate program management activities with other DOTD divisions and Agencies. Report findings to the Executive Staff with recommendations on appropriate delivery models. Stay abreast of the latest developments in innovative finance and innovative project delivery methods. Assist the Chief Engineer with identifying, evaluating, and developing innovative and technology-based solutions for transportation challenges. Negotiates and administers contracts with businesses for complex projects developed under innovative delivery models.

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5% Other duties as assigned, including, but not limited to, disaster/emergency support activities.