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:	50578804

Allocation Action:	New Position
Official Allocation:	DOTD PROG MAN
Job Code:	172510
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/13/2019
Position Audited:	No
Audit Date:	
Comments:	Final meeting held 10/14/19. It was decided to cap the Specialists at the 2 level until the program develops.

Log Number:	157421
Consultant:	KTM
Supervisor:	DBA

Louisiana SCS State Civil Service

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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	

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
DOTD Program Manager	AS-620	172510

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50569937	2764044200 /27600TT102	EBR	0500

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
	☐ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LADOTD-Office of Operations-Section 42/Gang 007-BR-EBR (17)	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7 - DOTD	00162835	mary.e.thomas@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

9	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		☐ 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		☐ 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)	2/8/19	☑ 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.
Kevin J. Reed Maintenance Management Administrator 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 is responsible for the statewide management of non-movable asset data within DOTD's Maintenance Management Systems (MMS). This requires a thorough working knowledge of the AgileAssets system, the Plant Maintenance module of LAGov ERP, and a technical knowledge of DOTD non-moveable assets. The incumbent applies knowledge of DOTD operations in the management and upkeep of asset data within the MMS program, including specific analysis to prepare correspondence, documentation, program presentations, and program management reports. The incumbent makes recommendations and implements necessary changes by working closely with LaGov staff, Chief Maintenance Engineer, Maintenance Management Administrator, Roadway Maintenance Management Engineer, District Administrators, and field personnel. The incumbent will manage the team of district program specialists who are responsible for the upkeep of data on current asset types and for the planning and implementation to incorporate new assets types into the MMS. The incumbent must be self-motivated and be able to perform duties with minimal supervision. The incumbent will participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

While in 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.

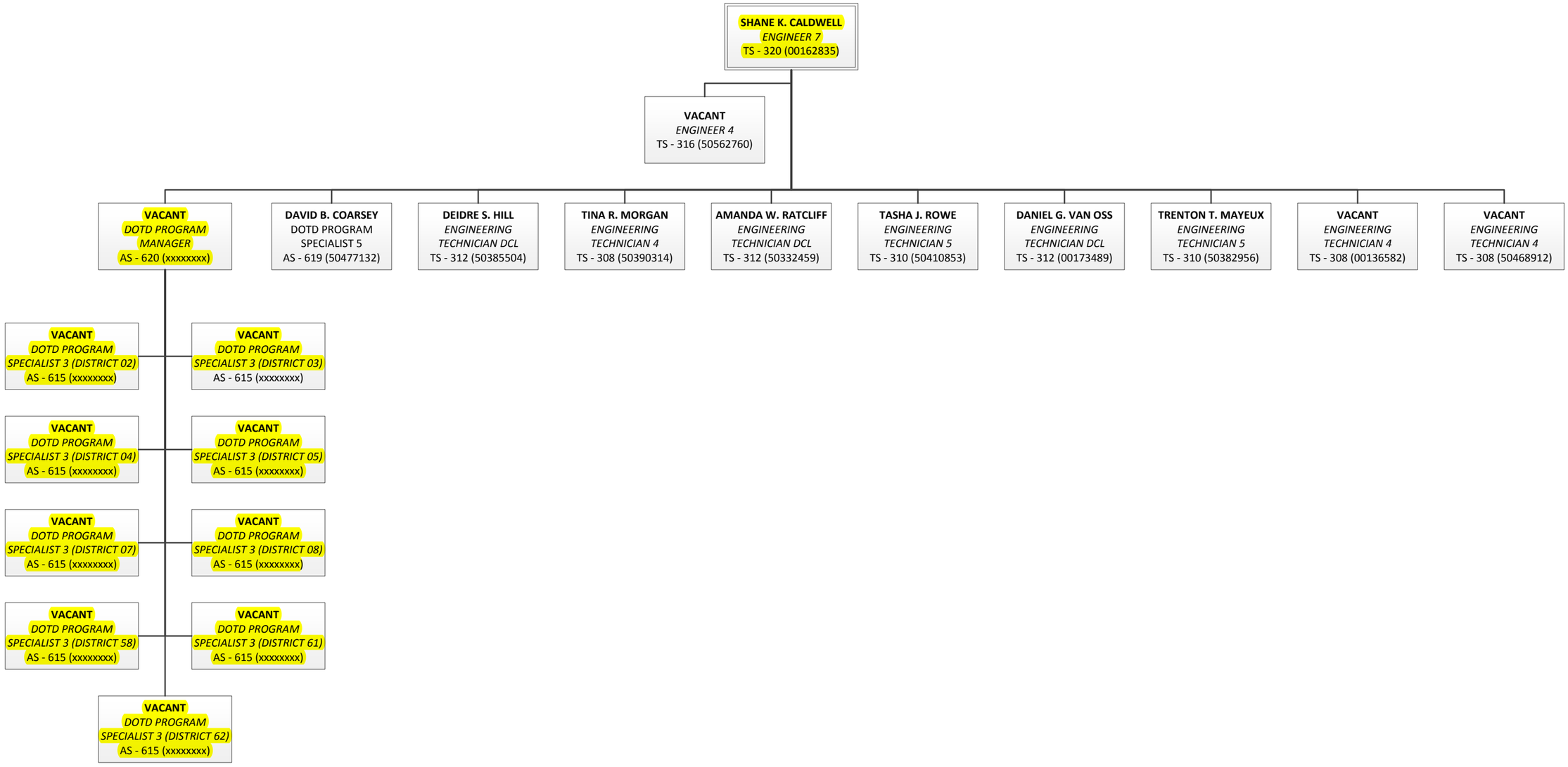
40% The incumbent will manage a team of nine (9) district asset specialists who are collectively responsible for the upkeep of information about our managed non-movable assets statewide. The manager is responsible for setting policies, schedules, and deadlines for district specialists to maintain asset data. Updates may be required due to new construction, permitted work, maintenance contract work, or work done by DOTD forces. The incumbent will maintain communications with the various sections at HQ and the districts who are responsible for scheduling/inspecting/approving these types of work and will make sure those sections provide the proper documentation to the district asset specialists. The DOTD program manager also performs a QA/QC role and will run reports and verify that each district is keeping asset data up to date in an accurate and timely manner.

30% The incumbent will work with the Chief Maintenance Engineer, Maintenance Management Administrator, and Roadway Maintenance Management Engineer to determine when new asset types should be incorporated into LADOTD's MMS. The incumbent will be responsible for creating a list of attributes and details associated with the new asset types, and will work with the MMS team to review activity codes, reports, and security permissions for necessary updates due to these new asset types. He/She will also work with the AgileAssets consultant and Division of Administration team to ensure that table structures and forms are ready to accommodate the new asset(s).

15% The incumbent will work with the management team for DOTD's MMS to make certain that asset data is meeting our constantly evolving needs. This includes providing valid information for use in the Level of Service (LOS) module and to other budgeting & management reports used by the Chief Maintenance Engineer and the Assistant Secretary of Operations.

10% This position is responsible for making sure that tools and applications are available to collect all required data for asset types within our MMS. The incumbent will work with the AgileAssets consultant and experts from DOTD's GIS group and other sections to ensure that applications, forms, and spreadsheets are configured properly for both the collection of data and for auditing of data to be placed in the MMS. He/She will be responsible for development of end user training for tools and applications to be utilized for asset inventory data collection. The incumbent will also coordinate with the district asset specialists to deliver training and support to end users with a goal of ensuring the consistency of asset inventory data collection efforts statewide.

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


SHANE K. CALDWELL
ENGINEER 7
TS - 320 (00162835)
VACANT
ENGINEER 4
TS - 316 (50562760)
VACANT
DOTD PROGRAM MANAGER
AS - 620 (xxxxxxxx)
DAVID B. COARSEY
DOTD PROGRAM SPECIALIST 5
AS - 619 (50477132)
DEIDRE S. HILL
ENGINEERING TECHNICIAN DCL
TS - 312 (50385504)
TINA R. MORGAN
ENGINEERING TECHNICIAN 4
TS - 308 (50390314)
AMANDA W. RATCLIFF
ENGINEERING TECHNICIAN DCL
TS - 312 (50332459)
TASHA J. ROWE
ENGINEERING TECHNICIAN 5
TS - 310 (50410853)
DANIEL G. VAN OSS
ENGINEERING TECHNICIAN DCL
TS - 312 (00173489)
TRENTON T. MAYEUX
ENGINEERING TECHNICIAN 5
TS - 310 (50382956)
VACANT
ENGINEERING TECHNICIAN 4
TS - 308 (00136582)
VACANT
ENGINEERING TECHNICIAN 4
TS - 308 (50468912)
VACANT
DOTD PROGRAM SPECIALIST 3 (DISTRICT 02)
AS - 615 (xxxxxxxx)
VACANT
DOTD PROGRAM SPECIALIST 3 (DISTRICT 03)
AS - 615 (xxxxxxxx)
VACANT
DOTD PROGRAM SPECIALIST 3 (DISTRICT 04)
AS - 615 (xxxxxxxx)
VACANT
DOTD PROGRAM SPECIALIST 3 (DISTRICT 05)
AS - 615 (xxxxxxxx)
VACANT
DOTD PROGRAM SPECIALIST 3 (DISTRICT 07)
AS - 615 (xxxxxxxx)
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AS - 615 (xxxxxxxx)
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DOTD PROGRAM SPECIALIST 3 (DISTRICT 61)
AS - 615 (xxxxxxxx)
VACANT
DOTD PROGRAM SPECIALIST 3 (DISTRICT 62)
AS - 615 (xxxxxxxx)