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:	50532887

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:	05/09/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190596
Consultant:	JCA
Supervisor:	DBA

STATECIVILSERVICE

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	POSITION NUMBER 50532887
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) DOTD PROGRAM MANAGER	CURRENT PAY LEVEL AS620	CURRENT OFFICIAL JOB CODE 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	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 BURROWS, MICHAEL	Employee Qualifies For Job ☒ Yes ☐ No	HUMAN RESOURCES CONTACT JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD-MULTIMODAL COMMERCE-AVIATION		HUMAN RESOURCES TELEPHONE (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR STATEWIDE PROGRAM MANAGER 2	DIRECT SUPERVISOR'S POSITION NUMBER 117847	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
VACANT	50634959	DOTD PROGRAM MANAGER
CHRISTOPHER COLLINS	50336722	DOTD PROGRAM MANAGER

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

2	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 5/2/22	☒ 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 5/2/22	☒ 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) RENEE LAPEYROLERIE COMMISSIONER, MULTIMODAL COMMERCE PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/2/22	☒ 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.

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 direct oversight, management, and administration of the statewide aviation transportation programs; Airport Development and Airport Safety; with supervision of DOTD Division of Aviation Staff and directly through two program supervisors utilizing L.R.S. Title 2 and L.A.C. Title 70 and the Louisiana Aviation System Plan. 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.

70% Assists the Aviation Director in the recommendation of state aviation transportation policies, goals, and objectives and advises the Aviation Director and Commissioner of Multimodal Commerce and the following executive staff, as instructed by the Commissioner of Multimodal Commerce: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff. In addition, if determined to be necessary by the aforementioned executive staff, the incumbent may provide expert testimony before deliberative bodies such as legislative committees. Implements division policy through the direct management of Division of Aviation staff members. Meets with state legislators, U.S. Senators and Representatives, parish officials, mayors, federal agency directors, state agency heads, airport authorities, airport managers and private organizations to provide professional guidance in matters concerning aviation statewide.

Proposes revision and adoption of regulations and procedures and justifies all aviation policies, procedures, programs and positions to the Aviation Director. Assists the Aviation Director in planning, implementing, directing and evaluating DOTD state aviation transportation development programs such as Airport Compliance, Airport Planning and Airport Inspection to achieve Multimodal transportation goals and objectives of DOTD and the Louisiana State Aviation System Plan. As a representative of DOTD, the incumbent may serve on or be appointed to serve on local, state, or national boards, commissions and committees. Assumes all responsibilities for the Aviation Division in the absence of the Aviation Director.

20% Assists the Aviation Director in development of fiscal policy and in administering expenditures of both state and federal revenues allocated for aviation development. Ensures compliance with federal and state guidelines by overseeing placement and utilization of federal, state and local funding and exercising control of revenue expenditures recommendations for the state Aviation Trust Fund monies for numerous aviation facility development and construction projects at over 70 airports statewide. Assists in the coordination and securing of federal aviation grants and other funding for federal assistance in the advancement of aviation development programs.

5% Works through the DOTD Communications Director to conducts public meetings, public hearings, and media interviews on issues before the public regarding aviation transportation policies, programs, and practices. Provides functional supervision over operational and administrative support staff.

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

Aviation Division

Section 88

Bradley R. Brandt, MSA
Statewide Program Manager 2
Aviation Director
AS624 - 117847

--VACANT –
Administrative Program Specialist A
Aviation Program Specialist
AS613 - 50554921

--VACANT--
DOTD Program Manager
Assistant Aviation Director
AS620 – New Position

Michael Burrows, C.M.
DOTD Program Manager
Assistant Aviation Director
AS620 - 50532887

Heidi Higginbotham, MSPM
DOTD Program Supervisor
Aviation Operations Program Manager
AS619 - 50533818

- **Tonjia Summerell**
  DOTD Program Specialist 4
  Aviation Grants Manager
  AS617 - 139471
- **LaToya Joseph**
  DOTD Program Specialist 3
  Aviation Project Manager
  AS615 - 50417193
- **--VACANT--**
  Student Worker Position
  Administrative Program
  50371176

Christina Wilson
DOTD Program Supervisor
Aviation Development Program Manager
AS619 - 50533819

- **Danielle Gaylor**
  DOTD Program Specialist 5
  Aviation Program Manager
  AS619 - 50346804
- **Jean-Pierre DuRousseau, A.C.E.**
  DOTD Program Specialist 4
  Aviation Program Manager
  AS617 - 50409276
- **--VACANT--**
  DOTD Program Specialist 5
  Aviation Program Manager
  AS619 - 139470
- **--VACANT--**
  DOTD Program Specialist 4
  Aviation Program Manager
  AS617 – New Position
- **--VACANT--**
  Student Worker Position
  Aviation Intern
  50376757

Joshua Duplantis
DOTD Program Supervisor
Aviation Safety Program Manager
AS619 - 50533817

- **Allen R. Taylor**
  Engineer Tech/DCL
  Airways System Manager
  TS312 - 011127
- **Reid Nuss**
  DOTD Program Specialist 4
  Aviation Safety Inspector
  AS617 - 139469
- **Ryan Landry**
  DOTD Program Specialist 4
  Aviation Safety Inspector
  AS617 - 84255
- **--VACANT--**
  DOTD Program Specialist 3 (CPG)
  AS615 - 125492
- **--VACANT--**
  DOTD Program Specialist 3 (CPG)
  AS615 – 50532884
- **--VACANT--**
  Student Worker Position
  Aviation Intern
  50376756
- **--VACANT--**
  Student Worker Position
  Aviation Intern
  50364155

AVIATION CONTRACTORS

- Contract Position
  Aviation Program Manager
  IDIQ
- Contract Position
  Aviation Program Manager
  IDIQ
- Contract Position
  Aviation Program Manager
  IDIQ
- Contract Position
  Aviation Program Manager
  IDIQ
- Contract Position
  Aviation Program Manager
  IDIQ
- Contract Position
  Aviation Program Manager
  IDIQ