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:	50530511

Allocation Action:	Affirmed
Official Allocation:	STATE PROG MGR 1
Job Code:	173460
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/14/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	200438
Consultant:	JCA
Supervisor:	DEZ

Louisiana SCS State Civil Service

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	50530511

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Statewide Program Manager 1	AS 622	173460
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
Goodell, Joseph Dean	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Multimodal Commerce/Rail/S66/G001/EBRP		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Deputy Assistant Secretary 3	50313253	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

1	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	2/13/2023	☒ 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	2.13.23	☒ 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)	2/14/23	☒ 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		

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 Freight and Passenger Rail Statewide Program Manager is responsible for administering the Statewide Rail Transportation Program. This includes monitoring the safety and operations of the 18 privately owned rail corporations serving industries throughout the State of Louisiana and over 2,927 miles of rails, which accommodates nearly 139 million tons of freight and 237 thousand passengers in Louisiana annually. The incumbent is also responsible for implementing the elements of the Louisiana Statewide Transportation Plan pertaining to rail transportation. This includes giving guidance and leadership to accomplishing the actions specified in the Statewide Rail Plan. The incumbent is recognized as being the State's expert on freight and passenger rail issues. The incumbent advises the Department's Secretary, Multimodal Commissioner, Deputy Commissioner, and executive decision makers on national and state issues related to freight and passenger rail. The incumbent provides administrative supervision of and also coordinates with the Louisiana State Safety Oversight for Fixed Guideway Transit Systems Program Manager (DOTD Program Specialist 5-AS 620).

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.

50% As a representative of DOTD, coordinates with federal and state government agencies and other multiple states' transportation department rail managers and directors for the purpose of assuring connectivity, interoperability, and compatibility across national rail corridors. Monitors and acts as subject matter expert on rail projects and policies of regional and national interest. Advises the Commissioner of Multimodal Commerce and the following executive staff: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, the respective Office Head, or appropriate legal staff regarding legislation needed to improve freight and passenger rail transportation, increase public safety, and stimulate economic development in Louisiana. Reviews and tracks federal and state legislation that will impact freight and passenger rail services and the Statewide Rail Transportation Program. Identifies opportunities and prepares requests for financial assistance to accomplish freight and passenger rail improvements. Administers the local Freight Rail Assistance Program and leads the State's efforts to develop passenger rail services. Assistance will be given to such projects as the $700 million New Orleans Rail Gateway Program of projects to improve public safety and rail efficiency in the New Orleans metropolitan area. Other projects include Passenger Rail Station Improvements, a $12 million effort to provide essential facilities compliant with the Americans with Disabilities Act and safety regulations at the seven railroad stations in Louisiana. Provides guidance in Short Line Railroad Upgrade Projects to improve the capacity and capability of short line railroads to safely transport the industry standard 286,000-pound railcars. Current industry projects are estimated at $205 million. Identifies the public need for improvements in the railroad industry and advises the Commissioner of Multimodal Commerce and the following executive staff: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, the respective Office Head, or appropriate legal staff regarding partnering with private railroad companies to pursue the identified projects, identifies and secures funding, prepares agreements between host railroads and the Department of Transportation and Development, coordinates and manages feasibility and environmental studies, develops and manages contracts, and monitors engineering design and construction. Monitors compliance with maintenance requirements of completed projects in accordance with agreements and contracts. Ensures the proper distribution of state and federal funds for the designated projects. Manages the preparation of the Louisiana Statewide Rail System Plan, to include the development of the Scope of Services, preparation of the Request for Qualifications, the calculation of the man hour/cost estimates, review of the consultant selection process, negotiations of final work and compensation, monitoring of task completion, review of intermediate deliverables, and review and preliminary acceptance of the final Rail Plan. Coordinates with the Federal Railroad Administration for the

acceptance of the Louisiana Statewide Rail Plan as prescribed by the Passenger Rail Investment and Improvement Act of 2008.

20% As a representative of DOTD, coordinates with the Federal Railroad Administration (FRA), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHW A) to secure US Department of Transportation funds for rail projects and provides expert analysis and comments on the federal rule making process for railroad operations. Monitors and manages over $6 million in federal funds to assist rail projects. Represents Louisiana on the American Association of State Highway and Transportation Officials (AASHTO), Standing Committee on Rail Transportation (SCORT), and the States for Passenger Rail Coalition (SPRC). Represents DOTD on the congressionally mandated Gulf Coast Passenger Rail Working Group, a partnership of state agencies and stakeholders from Louisiana, Mississippi, Alabama, and Florida, as well as the Federal Railroad Administration and Amtrak. The purpose of this organization is to study the feasibility and implement passenger rail service along the Gulf Coast. Serves as subject matter expert for the Southern Rail Commission. Represents DOTD on the State-Amtrak Intercity Passenger Rail Committee (SAIPRC), a partnership between Amtrak and States sponsoring intercity passenger rail service. Represents DOTD on the Southeast Louisiana Super Region Rail Authority (SLSRRA), providing rail expertise to the partnership of cities and parishes in southeast Louisiana studying and implementing new passenger rail service between Baton Rouge and New Orleans. As a representative of DOTD, provides expertise and coordination to the North Louisiana consortium for establishing the Louisiana segment of passenger rail service connecting Dallas to Atlanta across North Louisiana.

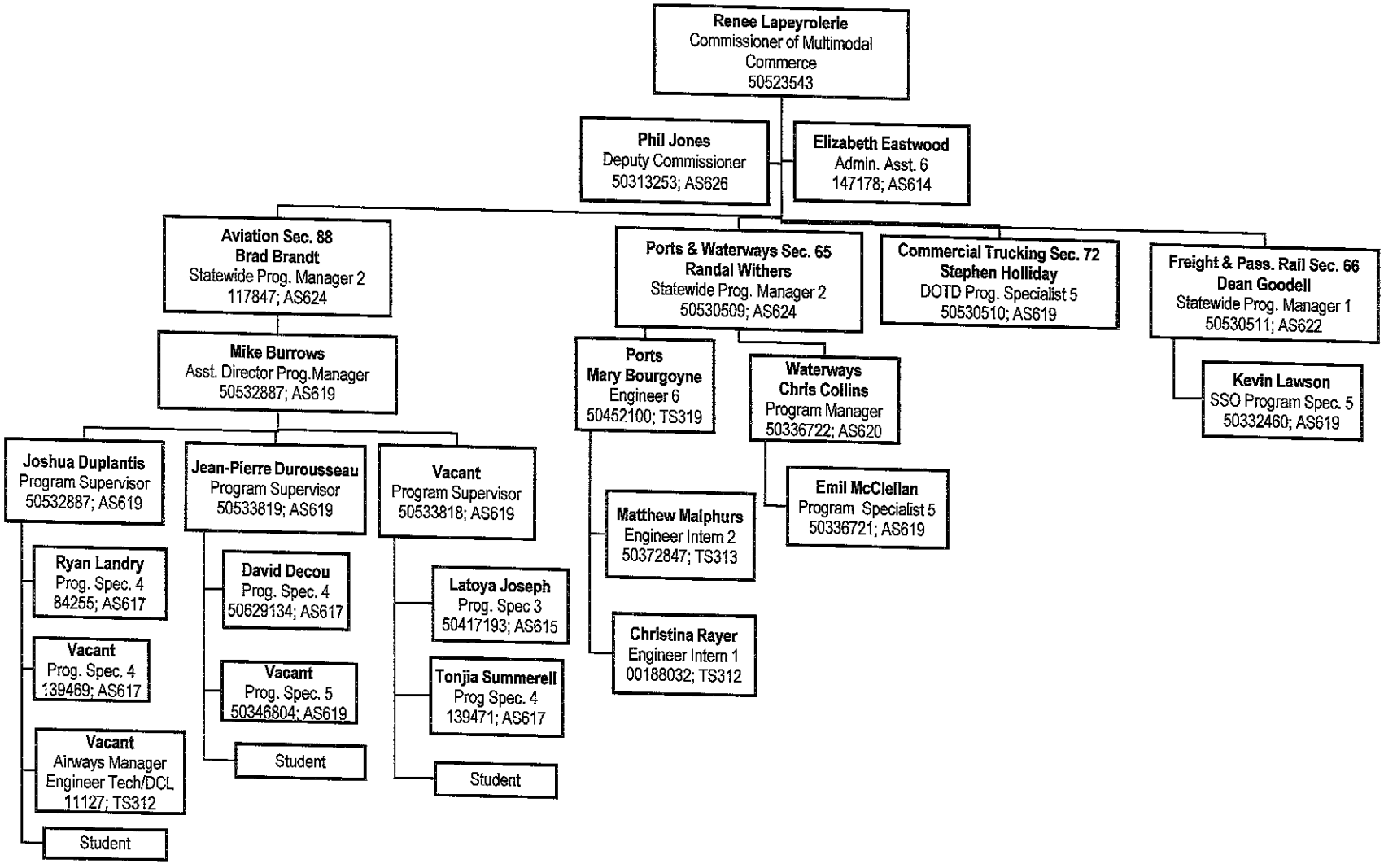
15% Updates and publishes the Fact Book of Louisiana Railroads, an informational document on the rail industry in Louisiana that includes rail infrastructure, services, safety and operational statistics, and issues of public importance. Monitors and tracks rail abandonment waivers issued by the Surface Transportation Board (STB) and coordinates with cities and parishes to identify potential Rails-to-Trails projects. Notifies affected city and parish governments of abandonment filings and advises these agencies through the process of converting the railroad right-of-way to public use bicycle and pedestrian walkways and trails.

Provides general oversight of the Louisiana State Safety Oversight Manager for Fixed Guideway Transit Systems and the complexity of interconnecting projects. Interviews, selects, trains, and counsels staff; approves leave request and time sheets; prepares and conducts performance appraisals.

10% Implements data collection, tracking systems, and analysis to validate needed infrastructure improvements to enhance the commerce of the State's rail resources. Uses such in preparing presentations and reports to appropriate leadership to facilitate management decisions and long-range planning.

Responsible for maintaining Standard Operating Procedures for the Rail Section and developing Continuity of Operations Plans. Implements section policy through the direct management of the Rail Section and Multimodal staff members.

For the purpose of providing railroad status to the Governor's Office of Homeland Security and Emergency Preparedness during emergency situations, this position serves as a liaison between rail facilities and the DOTD's emergency response section. Sustains contact with rail resources to render assistance or engage assets during emergencies.

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

Office of Multimodal Commerce