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:	50530509

Allocation Action:	Affirmed
Official Allocation:	STATE PROG MGR 2
Job Code:	173470
Pay Level:	AS-624
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/13/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181067
Consultant:	YM
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	50530509

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Statewide Program Manager 2	AS 624	173470
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
Withers, Randall	☒ Yes ☐ No	Jennifer K. Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Multimodal Commerce/Ports & Waterways/S65/G002		(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

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.

	DATE	
EMPLOYEE Randall D. Withers	7/12/21	☑ 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	7-12-21	☑ 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) Renée Lapeyrolerie	7/12/21	☑ 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 Renée Lapeyrolerie Commissioner of Multimodal Commerce		

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.

PROGRAM DIRECTOR / PORTS AND WATERWAYS

This position serves as the Statewide Program Manager 2 for the Statewide Ports and Waterways Program. As such, the incumbent develops, managers, and administers DOTD's Ports and Waterways Programs across the state. Provides overall programmatic administration for a variety of professional level Ports and Maritime programs, including the Port Priority Program currently funded at $40 million annually, which have statewide and nationwide impact. The mission of the Ports and Waterways Division is to continuously improve the marine transportation infrastructure for freight movement and the sea and river cruise industry, by nurturing economic development and enhancing quality of life through the implementation of efficient, safe, and seamless intermodal transportation systems in accordance with the Louisiana Statewide Transportation Plan.

50% Accountable for establishing immediate and long-term policies, program directives, strategic and operating plans and objectives for a rapidly growing program with projects having statewide and nationwide impacts. Directs and supervises a staff of professional transportation program specialists and engineers in the accomplishment of implementing the Louisiana Statewide Transportation Plan. The incumbent will lead the development of a Statewide Navigation Priority Program funded at $25 million annually. Evaluates program progress and develops goals, objectives, strategies, standards, and milestones by which progress is measured. Meets with state legislators, U.S. Senators and Representatives, parish officials, mayors, federal agency directors, state agency heads, port authorities, industry leaders, and private organizations to provide professional assistance in all matters concerning statewide water transportation. Serves as the DOTD representative in legislative hearings on ports and water transportation matters. Represents the Department on various intermodal and maritime freight initiatives. Collaborates in organizing and coordinating freight symposiums and summits, bringing together national level leadership in the industry for development of the Freight Strategic Plan. Responsible for implementing and updating the Louisiana Statewide Marine Transportation System Plan, coordinating on the Freight Strategic Plan, and oversight of updating the Ports Statewide Plan.

Implements data collection, tracking systems, and analysis to validate needed infrastructure improvements to enhance the commerce of the State's ports and waterway resources. Prepares presentations and reports for appropriate leadership to facilitate management decisions and long-range planning.

25% Ensures that hundreds of millions of dollars of federal and state funds are appropriately expended, to include compliance with federal and state regulations and guidelines. Secures federal grants and other funding for federal assistance in the advancement of freight and maritime development programs. Negotiates agreements for expenditure of funds. Obtains state funding through the legislature for Capital Outlay for non-federal match for projects in the Marine Transportation System Plan, such as, deepening the Mississippi River, expanding the Acadiana Gulf of Mexico Access Channel, improving the Houma Navigation Canal, and the Baptist Collette navigable waterway. Negotiates and administers consultant contracts. Provides DOTD oversight for Corps of Engineers', Coast Guard, and Maritime Administration projects – obtaining funds, negotiating agreements, coordinating and approving project work plans, approving payments, and administering the state's overall responsibility. Oversees the nearly $40 million Port Priority Program, including the "cradle to grave" management of over 30 active port projects.

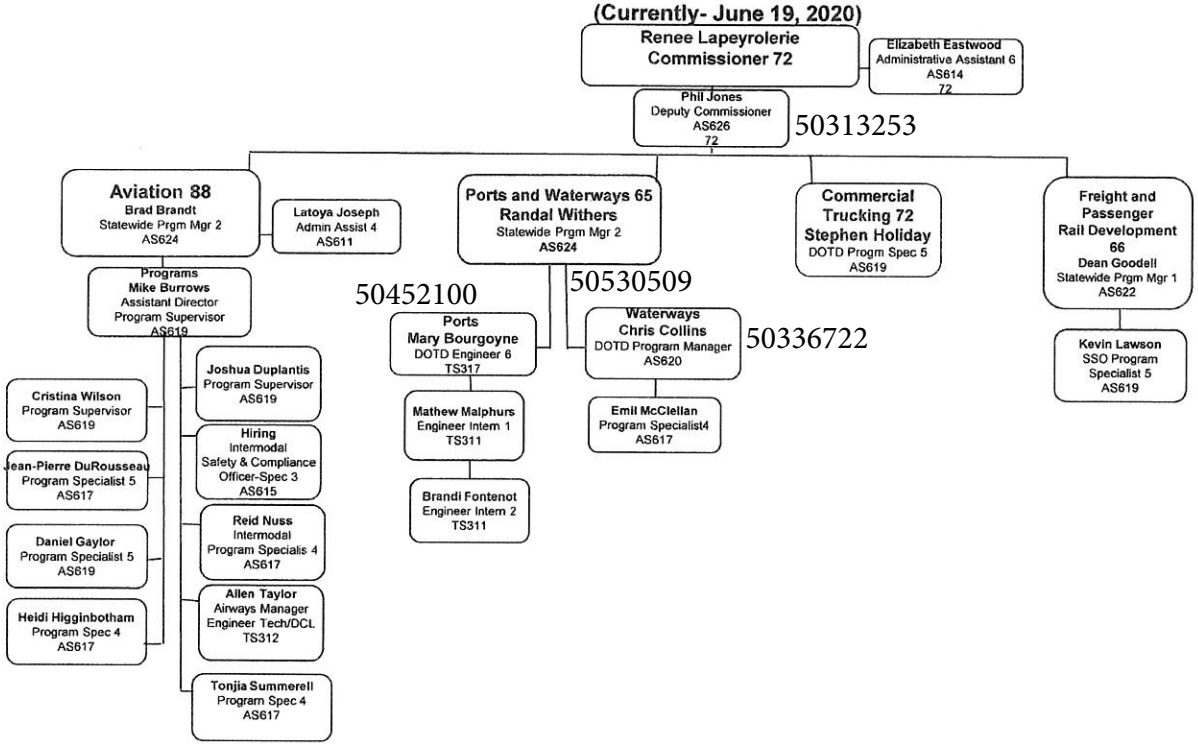
20% Regularly confers with the DOTD Secretary, the Commissioner of Multimodal Commerce and the Deputy Commissioner of Multimodal Commerce to examine and advise on port and maritime issues, and routinely communicates with other Section Heads, and other departments (Financial Services, Management and Budget, Project Control, Audit, Procurement, Legal, District Administrators, etc.) to develop plans and coordinate efforts. As a Supervisor, is responsible for Performance Evaluations, annual Work Plans, leave, schedules, pay, and administrative matters for the Ports and Waterways staff; developing and managing the Division's operating budget, and the Division's capital projects of over $1billion in ports and waterway projects. Responsible for organizing the Capital Outlay requests for the Office of Multimodal Commerce. Manages the annual State Capital Outlay requests of over $30 million for freight and maritime projects.

Interviews, selects, trains, and counsels staff; approves leave request and time sheets; prepares and conducts performance appraisals, and individual long-range Work Plans. Responsible for maintaining Standard Operating Procedures for the Ports and Waterways Division and developing Continuity of Operations Plans. Implements Division policy through the direct management of the Ports and Waterways Division and Multimodal staff members.

Serves as the Department's representative in meetings with elected and appointed federal, state and local officials. Develops and recommends DOTD positions on ports and maritime issues and project priorities. Drafts testimony for Louisiana delegates and the Secretary of DOTD on maritime legislation. Makes presentations on port and maritime issues to state and national organizations. Is in frequent coordination with Louisiana ports, the U.S. Army Corps of Engineers, U.S. Coast Guard, and the U.S. Maritime Administration regarding program and project activities. Represents the Department with the maritime industry leaders on various national level professional organizations such as AASHTO's Standing Committee on Water Transportation. Maintains close coordination with the Office of Coastal Protection and Restoration and Department of Natural Resources on project development and use of dredged material from navigation channels for coastal restoration. Communicates with counterparts and officials of other states to secure coordination and funding for multi-state projects like the deepening of the Mississippi River and other interstate navigable waterways.

Serves as a conduit for providing ports and waterways status to the Governor's Office of Homeland Security and Emergency Preparedness during emergency situations. Sustains contact with port and maritime 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.

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.

Office of Multimodal Commerce
(Currently- June 19, 2020)