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:	8734

Allocation Action:	Reallocated Up
Official Allocation:	DOTD PROG MAN
Job Code:	172510
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/14/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	169290
Consultant:	NRB
Supervisor:	ALG

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	8734

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Program Supervisor	AS619	172500
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
DOTD Program Manager	AS620	172510

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
		Tangipahoa	

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
Graham, May	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD / Operations / Section 50 / Gang 002		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
DOTD Program Director	11696	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

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.

EMPLOYEE	DATE	☐ 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	☐ 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) Haley Antee Haley Antee DOTD Program Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/11/20	☒ 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.

The incumbent of this position works under the direct supervision of the Loss Prevention DOTD Program Director. This position plans, directs and develops policy and procedure for extensive and important Loss Prevention programs. They assess complex risks, provide technical assistance, evaluate current loss prevention policies, process training requirements; and authorize corrective action in compliance with the state's safety and loss prevention program and prevailing federal regulations and standards. The incumbent in this position participates in strategic planning and will be asked to lead department task groups, which develop programs and policies that affect the overall function and effectiveness of DOTD. This incumbent also makes decisions and recommendations in areas off loss prevention and safety that are recognized as authoritative and have impact the entire organization.

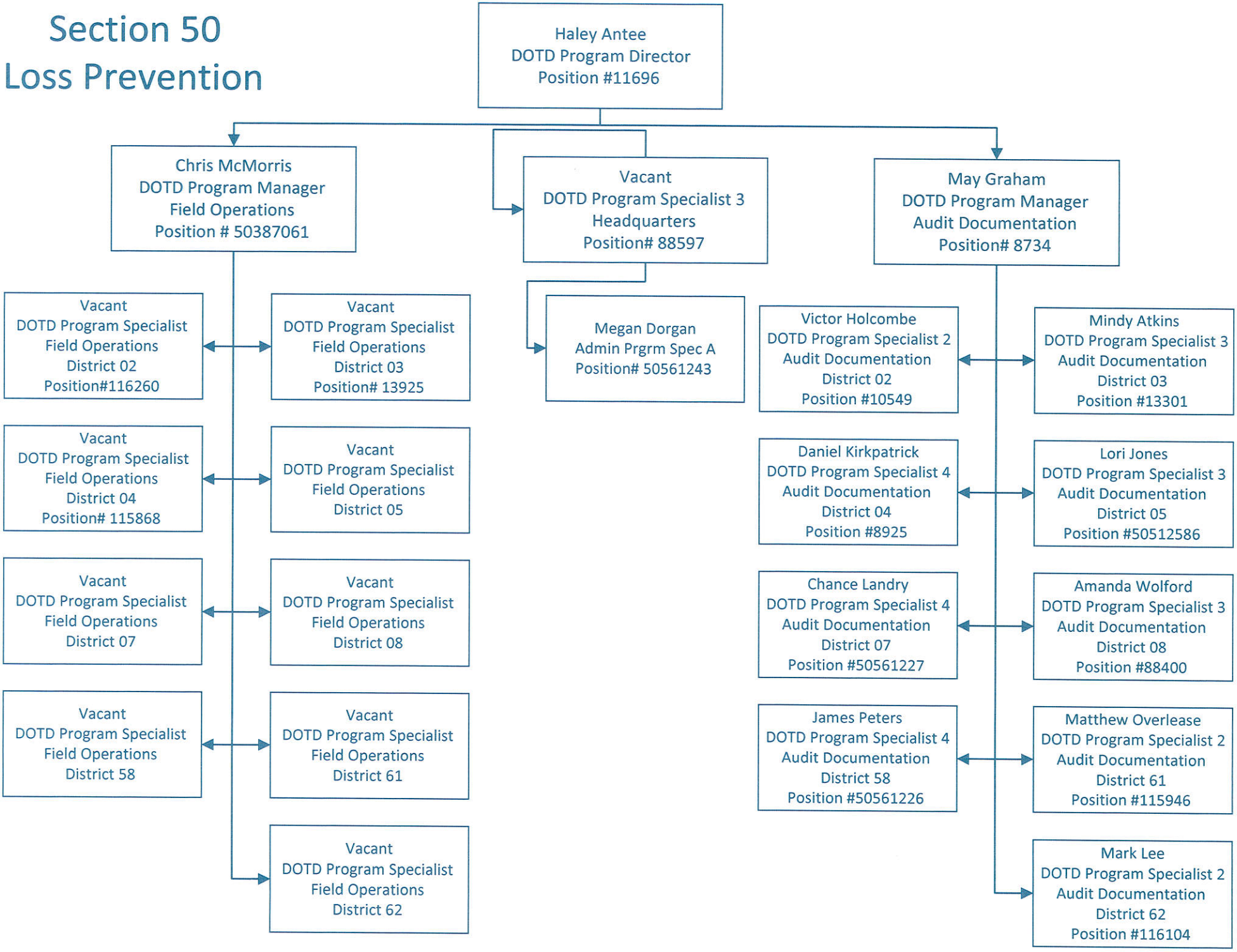
The incumbent of this position is responsible for the supervision over personnel primarily responsible for collecting and presenting safety audit documentation for the annual compliance review/audit conducted by the current Third Party Administrator and overseen by the Office of Risk Management. The incumbent oversees all DOTD Program Specialists in the Loss Prevention Section that are primarily responsible for the collection of safety audit documentation and presentation of audit documentation during the annual safety audit and compliance reviews. The incumbent conducts a required biannual pre-audit review of the safety audit documentation collected in all nine District locations to ensure compliance with the current Third Party Administrator and The Office of Risk Management requirements, policies and regulations. A detailed pre-audit review is submitted biannually to the Loss Prevention DOTD Program Director with an accompanying documentation detailing how each cited infraction is to be addressed and corrected.

50% Directs a staff of DOTD program professionals in the agency's safety and loss prevention programs and activities to accomplish program objectives in accordance with statutory, regulatory and established standards and programs. Coordinates the activities of those program professionals assigned to the safety audit documentation in District offices in planning, actuating, organizing and controlling the comprehensive safety, compliance, loss prevention and safety training programs across the Districts. Manages departmental specific programs that are critical to DOTD reaching its overall objective. Directs, develops, monitors and reviews the inspections of DOTD owned and leased property performed by program professionals, to ensure compliance with existing state requirements, policies and regulations. Assess DOTD occupational safety and health problems and needs; determines, recommends and authorizes specific methods, policies, procedures and priorities to assist all DOTD operational units in developing and maintaining comprehensive and effective loss prevention programs. Directs, reviews and monitors budget recommendations for personal, services, equipment and materials. Oversees the creation of policies and procedures as they relate to loss prevention and safety for DOTD, affecting all department employees. Assumes the delegated responsibilities of the Loss Prevention DOTD Program Director in his/her absence in administering and managing the highly complex and specialized risk analysis and the Loss Prevention Program on a statewide basis.

20% Coordinates the activities of the program professionals assigned to the Districts to ensure uniformity in the safety and loss prevention programs statewide and to ensure compliance with all federal and state laws, procedures, and policies. Facilitates efficient communication between Loss Prevention Section, District personnel, The Office of Risk Management and the current Third Party Administrator regarding all audit documentation and required items for the annual safety compliance reviews and audits. Directs staff to ensure the training of Loss Prevention DOTD Program Specialists involved in assessing risk and assisting DOTD operational units in establishing, implementing and maintaining the State Loss Prevention Program. Conducts meetings with government officials, both state and local, and private organizations on a frequent basis on loss prevention matters. Ensures maintenance of accident databases and loss prevention audits; prepares correspondence relative to assigned programs. Oversees and analyzes the impact of safety training and loss prevention programs and makes recommendations of work safety policies, procedures and practices, which may affect employee safety to the Loss Prevention DOTD Program Director. Regularly updates the status of the audit documentation with the Loss Prevention DOTD Program Director.

20% Coordinates investigations, as necessary, of safety related accidents occurring within the Department and provides assistance as required to federal, state and local law enforcement agency's investigation boards in an effort to eliminate or reduce similar accident occurrence. Directs, manages and trains appropriate DOTD personnel in the highly complex and varied safety program areas including property, boiler machinery, fire, marine and safety inspections. Provides highly technical assistance and advice on complex risk analysis and loss prevention to ensure conformance to state requirements, policies and procedures and to establish and maintain programs to promote increased safety awareness to employees.

5% Prepares Performance Evaluation System rating and planning forms for staff and monitors progress throughout rating cycle. Prepares Individual Development Plans for staff. Prepares the loss prevention program's personnel matters, staffing needs and prepares the program's strategic and operational plans and performance indicators.

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

Section 50
Loss Prevention