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:	39737

Allocation Action:	Reallocated Up
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:	08/04/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	194026
Consultant:	KLC
Supervisor:	VWK

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
0700/0276	39737

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Program Manager	AS-620	172510

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Statewide Program Manager 1	AS-622	173460

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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Cynthia O'Neal	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD Section 79	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9	180309	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
Joseph Goodell	50530511	Statewide Program Manager 1

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

3	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.
Patrick J Landry DIRECT SUPERVISOR	8/3/22	☑ 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.
Patrick J Landry APPOINTING AUTHORITY (Required) Patrick J. Landry Deputy Assistant Secretary, OPW PRINT NAME AND TITLE OF APPOINTING AUTHORITY	8/3/22	☒ 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.

The mission of the Floodplain Management Statewide Program Manager is to administer Louisiana's participation in the Department of Homeland Security/Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP). The major objective is to reduce flood loss in the NFIP by supporting communities in implementing the program's requirements and by building state and community floodplain management expertise and capability, and leveraging state knowledge and expertise in working with communities. The DOTD office provides assistance and evaluates community performance directly reporting results to FEMA's database and Mitigation Division. Louisiana's participation in the NFIP ensures the availability of flood insurance and disaster assistance for its citizens. The NFIP currently provides approximately $113 billion of flood insurance coverage to 318 Louisiana communities. The Statewide Program Manager directs all technical activities required to ensure Louisiana's continued participation in the NFIP and serves as Louisiana's NFIP State Coordinator.

75% Coordinates with federal and state government agencies across multiple state's national flood insurance program managers and directors for the purpose of assuring compliance, sustainability, and effectiveness across the national program. Advises executive DOTD staff, appropriate legal staff, the governor-led Louisiana Watershed Initiative Program and Louisiana community officials regarding legislation needed to improve the state's resiliency to reduce flood losses, increase public safety, and create avoidance of consistent social and economic losses in the state with regard to flooding. Reviews and tracts federal and state legislation that will impact flooding for approximately 318 participating NFIP communities with flood insurance premiums at approximately $113 billion in coverage. Monitors and acts as the subject matter expert on all National Flood Insurance program (NFIP) projects and policies of regional and national interest. Identifies opportunities and prepares request for federal financial assistance to accomplish flood resiliency within the state.

Administers the state National Floodplain Management Program and leads the state's efforts to build capacity, capability, meet performance measures and plan and coordinate with other state and federal agencies through FEMA's State Tier Framework (TSF) performance based program. Significant strengths in the state's TSF assessment program enables special access to funding where gaps or deficiencies in a state's TSF decrease the availability of funds to the state. This Statewide Program Manager position is independently responsible in developing the strategy which supports the cooperative agreement, The Community Assistance Program-State Support Service Element (CAP-SSSE) with DHS-FEMA that provides funding to Louisiana to support communities in the NFIP in implementing floodplain management activities while ensuring equity in proposed projects.

Administers and is responsible for Community Assistance Visits (CAV), floodplain ordinance assistance, establishing a website for the NFIP, delivering community workshops and training, and updating the Floodplain Management Desk Reference referenced on all federal projects and used for compliance by all city and parish floodplain managers

statewide. Represents the State of Louisiana, DOTD and the NFIP on task forces, commissions, and/or national, regional, state and/or local committees. Prepares the Scope of Services for a $5 million DOTD IDIQ contract for the NFIP, Request for Qualifications, participates and selects the consultant selection team, creates and monitors task orders and completion, review and acceptance of deliverables. Identifies and secures funding from FEMA, prepares scope of work for selected projects. Monitors life of the federal grant according to guidelines from the Notice of Funding Opportunity which includes quarterly progress reports, payment of invoices and other federal budgetary requirements. Provides guidance to FEMA and the CTP (Cooperating Technical Partner) Manager for Flood Risk MAP sequencing of engineering and hydrologic studies for the development of updated Flood Insurance Rate Maps (FIRM's) which dictate federal elevation requirements for the development of projects in high risk flood zones. This is accomplished though the CTP Business Plan specifying the Regional Multi-Year Program Activities that will direct Louisiana's future Flood Risk Projects. The CTP Program has an IDIQ contract of $5 million.

This position supervises three (3) DOTD Floodplain Program Managers, and other appropriate lower-level DOTD staff and 2 outside consultant teams with 6-8 staff members on each team. Organizes scheduling assignments and identifies staff development needs. Responsible for section personnel supervision in areas of interviewing, evaluating performance, initiates disciplinary actions and conducts staff meetings. Provides on-going consultation and technical assistance to professional and support staff on programmatic issues. Serves as liaison for agency on statewide task forces, work groups, councils, and coalitions.

Revises rules, regulations and procedures to meet changes in law or policy. Accomplishing this task requires the incumbent to interpret and enforce the Code of Federal Regulations. Title 44, Emergency Management and Assistance, parts 59, General Provisions: parts 60, Criteria for Land Management and use: part 65. Identification and Mapping Special Hazard areas: part 70. Procedures for Map Corrections: part 72. Procedure and Fees for Obtaining Conditional Approval of Map Changes: and part 77. Acquisition of Flood Damaged Structures as well as Presidential Executive Order No. 11988. Maintains Certified Floodplain Manager (CFM) credentials. Participates in weekly FEMA training to stay informed of changes in the program.

10% Responds to presidentially declared flood disasters in coordination with other State and Federal Agencies, participating in analysis of disasters and preparation of relevant reports. Teams up with FEMA Region VI Mitigation Disaster Team to determine and create a path forward in regard to disaster recovery compliance. The Program Manager actively participates on several Louisiana Recovery Authority (LRA) Action Team deployed by FEMA.

5% Advises local officials in designing, coordinating and implementing a comprehensive all Hazard Mitigation Plan, as well as, a Floodplain Management Plan in accordance with the Federal Emergency Management Agency's (FEMA) regulations. Coordinates with elected officials - Mayors, Police Jury Presidents and members, their staffs, including planners, engineers, and consultants in order to accomplish this plan. Addresses police juries, city

councils and the general public in order to explain NFIP requirements and the need for compliance. Prepares oral presentations for workshops, conferences, seminars, etc. by collecting data from numerous resources, adapting information specific to the audience such as clerks, elected officials, engineers, insurance agents, lenders, the general public, etc.

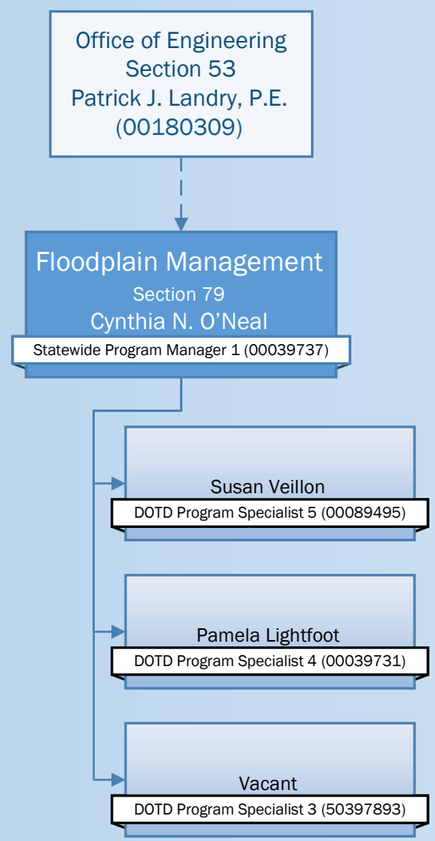
5% Provides oversight of FEMA's Map Modernization (Map Mod) and Risk MAP Programs, the Louisiana Floodplain Management Desk Reference, the Community Rating System (CRS) and the Louisiana Floodplain Management website. The Map Mod and Risk MAP Programs are a nationwide initiative to update every Flood Insurance Rate Map (FIRM) within 5 years with annual updates to continue thereafter. This task involves coordination with FEMA's Mapping Coordinator for Louisiana to develop a strategy for prioritizing Louisiana's mapping needs. The Community Rating System (CRS) is a part of the NFIP allowing communities to exceed minimum program requirements in order to receive flood insurance premium discounts for their citizens. The CRS saves Louisiana citizens over $38 million in flood insurance premiums annually. The Desk Reference is a 500-page living document providing guidance to Louisiana NFIP community officials.

5% Serves on the Louisiana Long-Term Recovery Committee, CPRA-NFIP Subcommittee and the Comite Diversion Project Committee. Serves as a Board Member of the Louisiana Floodplain Management Association (LFMA). Serves as a member of the State Interagency Hazard Mitigation Team as designated by the Governor. This involves reviewing flood mitigation project applications for grant funds and developing a system to prioritize projects for each funding pool. Along with $50 million of Pre-Disaster Mitigation (PDM) Program Funds and $50 million in Flood Mitigation Assistance (FMA) Program Funds.

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 Public Works

Louisiana Department of Transportation and Development

Section 79 Organizational Chart

Floodplain Management