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:	10718

Allocation Action:	Affirmed
Official Allocation:	HR DIR D
Job Code:	170920
Pay Level:	AS-623
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/11/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	209481
Consultant:	KS
Supervisor:	AD

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
0700/0273	10718
CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
AS-623	170920
REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)
~~Human Resources Director D~~

REQUESTED OFFICIAL JOB TITLE

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 ☒ Yes ☐ No	HUMAN RESOURCES CONTACT
Sanders, Michelle		Jamie Henry
AGENCY/DEPARTMENT – OFFICE – DIVISION	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES TELEPHONE
DOTD/OMF/Human Resources Section/S16/G001/EBRP	10639	(225) 379-1669
OFFICIAL TITLE OF SUPERVISOR		HUMAN RESOURCES EMAIL
Deputy Undersecretary 3		jamie.henry@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

4	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.
DIRECT SUPERVISOR	10/9/23	☒ 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)	10/9/23	I certify that I agree with this document.

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.

Incumbent administers all aspects of a comprehensive human resource program for the Department of Transportation and Development (DOTD) which employs approximately 4,200 employees. DOTD's work force is domiciled throughout the State with offices, work sites, and facilities located in every parish. Incumbent is responsible for planning, directing, and evaluating the effectiveness of all human resource programs through the supervision of a staff of professional human resource managers, supervisors, specialists, and analysts.

While in official capacity, DOTD employees must comply with all applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

(15%) Human Resources Administration

Oversees the development, issuance, interpretation and maintenance of agency's personnel policies and procedures, and reviews and approves all new/revised policies prior to finalization. Oversees the resolution of issues, providing input as needed, on all facets of the human resources program. Oversees the production of the agency's organization chart and authorized table of organization (T.O.). Ensures input from Office/Division Heads on the distribution of authorized staffing numbers and that such is timely posted/maintained on-line. Monitors HR-related legislation, analyzes impact on the agency, and represents agency in hearings, meetings, etc. Responsible for ensuring that all employment actions, particularly interviewing, selection, discipline, and promotional decisions, comply with applicable federal/state employment and labor laws. Ensures the proper maintenance of applicant and employee records. Maintains working knowledge of current as well as proposed laws that affect employment practices. Oversees the compliance of all state/federal law poster requirements in DOTD facilities. Serves as Secretary (non-voting member) on agency's Standing Committee on Human Resources (SCHR). Provides input, clarification and advice to committee members as needed. Oversees and provides input to HR unit managers who solicit and receive feedback/requests from customers, and ensures that timely and appropriate actions are taken by staff. Additionally, functionally oversees the work performed by HR personnel located in ten (10) district offices within the agency and provides post- audit performance feedback to agency managers/executives. Responsible for all administrative aspects of section's operation including preparing the annual budget; overseeing the Administrative Assistant in purchasing, inventory, fiscal, and equipment-related responsibilities; and overseeing the administration of professional services contracts.

(10%) HR Staff Performance Management

Provides direct performance management, guidance and support to three unit managers, each in charge of unique HR functions and supporting staffs. This position also directly supervises an Administrative Assistant 5 and three student employees who provide administrative and clerical support to incumbent and staff members. As direct supervisor, provides formal and informal feedback to direct reports. On annual basis, works with unit managers to develop fiscal year objectives and performance indicators and ensures that staff stays on track throughout the year to achieve or exceed expected results. Prepares systematic reports on progress for chain of command and staff.

(15%) Agency Personnel Management
Oversees the policy development, training, and maintenance of the agency's employee performance appraisal system, along with the evaluation of its effectiveness. Analyzes performance management reports, shares important information with DOTD executives, and ensures DOTD-specific supervisory training is carried out by appropriate HR staff. Oversees agency disciplinary policies and procedures; consults with staff/contract attorneys regarding legal aspects of highly-sensitive and confidential employment issues; advises agency executives/administrators of appropriateness of proposed disciplinary actions if needed; participates in meetings pertaining to employee misconduct and coordinates with legal counsel in preparation of agency's position on Civil Service (CS) appeals. Provides oral testimony in CS appeal hearings, depositions, etc. Oversees the agency-wide Knowledge Management program and provides input and guidance on an as- needed basis. Updates DOTD executives on agency progress, issues needing special focus, fiscal year reporting, etc.

(15%) Classification and Compensation
Oversees the preparation and analysis of position descriptions. Reviews recommendations regarding requests for and implementation of job assessments and the establishment of new job classifications, reorganizations, etc. Oversees the development of policies with respect to the agency's discretionary pay authority and the establishment of policies and procedures regarding overtime pay and FLSA regulations. Oversees pay studies, surveys, analyses, and the establishment of Special Entrance Rates (SERs), premium payments, and other recruiting/retention measures. Reviews salary surveys and turnover statistics. Represents agency at Civil Service Commission hearings regarding pay requests as needed.

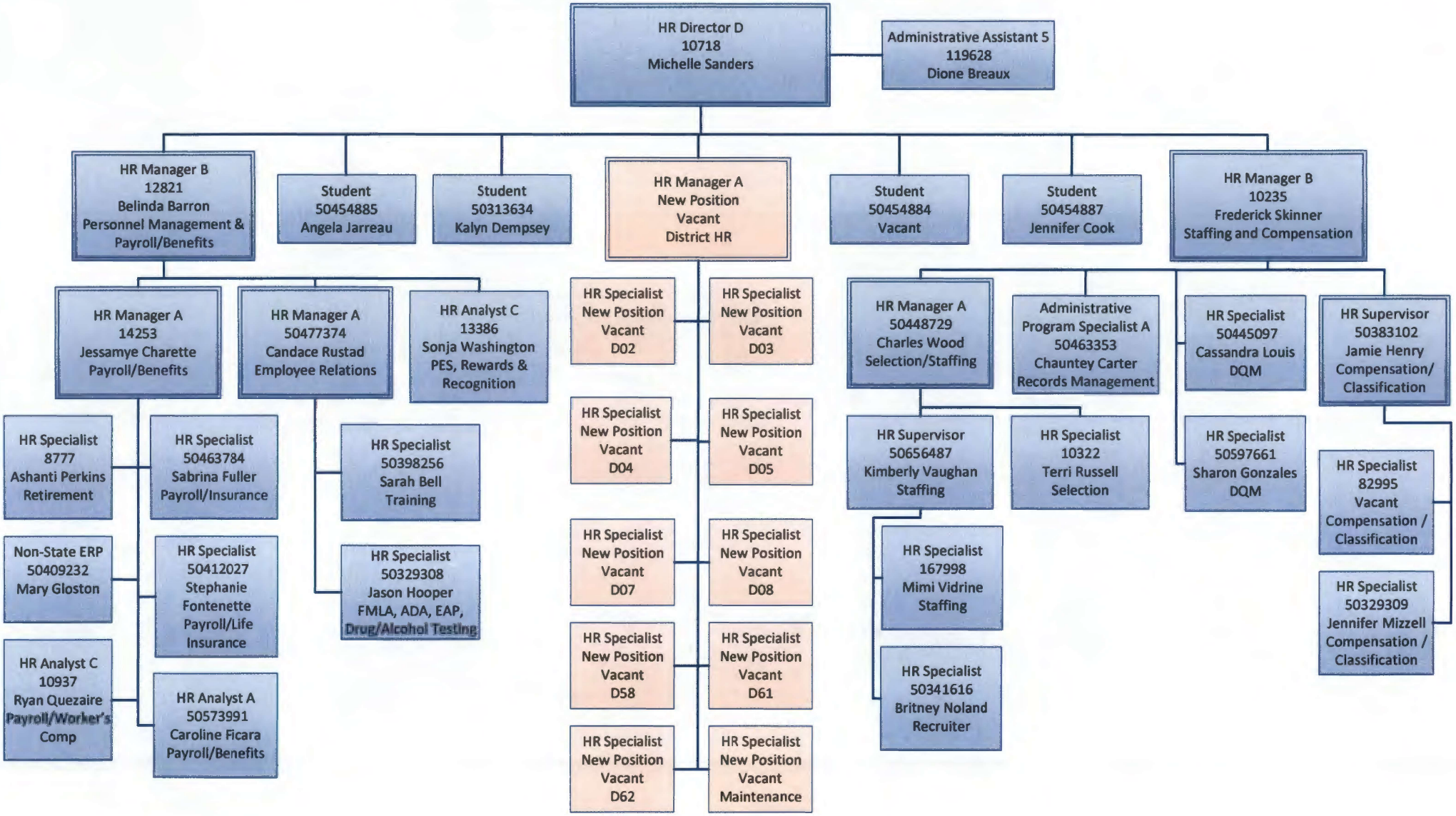
(15%) Employee Relations
Oversees the administration of the Employee Assistance Program, general employee counseling, and the employee recognition program. Oversees the agency's grievance program. Attends all Step 3 grievance hearings with the DOTD Undersecretary as scheduled by the Employee Relations Manager. Subsequently prepares responses to employees for the Undersecretary's signature based on findings. Summarily dismisses employee grievances when appropriate. Oversees the administration of the agency's substance abuse policy and procedures, federal and state mandated drug and alcohol testing policies and procedures, and AFSCME union contract negotiations. Reviews HR Monthly Newsletter prepared by staff for newsworthiness and appropriateness of information, grammar/spelling, accuracy, formatting, and overall appearance and attractiveness. Oversees the coordination of unemployment claims; development of return-to-work policies and transitional duty assignments for Workers' Compensation recipients; administration of educational leave/tuition reimbursement program; and the development and interpretation of FMLA and ADA policies and laws. Oversees the agency's compliance with federal drug testing requirements, including federally-mandated quotas on numbers to be tested, depending upon USDOT governing agencies (e.g., USCG, FMCSA, and FTA) and mandated referrals to Substance Abuse Professionals. Oversees the production of annual reports and the development and execution of contracts with medical facilities for pre-employment physical exams, specimen collection for drug testing, and breath alcohol analysis. Oversees the development and conduct of training with respect to all areas of human resources, including the new employee, new supervisor, and new appointing authority orientation programs; substance abuse and workplace violence; discipline; interviewing and selection for supervisors (instructor-led) and non-supervisory interview panel members (web-based); human resources staff training; etc. Ensures the continued accuracy of the employee handbook and numerous supervisory and training manuals. Oversees and provides input and guidance in the development and successful implementation of statewide HR round-

table meetings, statewide conference presentations, etc.

(10%) Staffing
Oversees the development of agency's recruiting program plans, policies, and goals; the effectiveness of recruiting efforts and summer engineering student employment programs; on- site recruiting visits to universities and job fairs; vacancy advertisements; and the working relationships with Louisiana Professional Engineering and Land Surveying Board and placement offices for all State Universities, vo-tech schools, minority organizations, etc. Oversees advertising activities in trade publications, on websites, in newspapers, etc. Oversees partnerships with local high school engineering programs. Oversees employee/applicant referral activities; the posting of all job vacancies in LaCareers system; the administration of the specialized selection process for certain engineering jobs which requires the development of core competencies and applicant ranking; and the development of structured interviews and selection policies, practices and DOTD instructor-led/web-based training. Oversees the agency's Exit Questionnaire process and analysis/distribution of results.

(10%) Employee Payroll and Benefits
Oversees the payroll, retirement, and benefits functions for both active and retired employees. Oversees DOTD's LaGov HCM Security administration and stays abreast of changes to systems, policies, procedures, laws, etc. Ensures systematic reporting through the LaGov HCM system for Appointing Authorities on overtime, leave usage, payroll cost, etc. Oversees required recoupment of overpayments from both active and inactive employees, which sometimes require action by the Attorney General's Office. Ensures that proactive steps are taken by staff to avoid future claims. Oversees DOTD policy revisions as changes occur to federal rules and regulations governing military service and differential pay.

(5%) Personnel Action Administration and Records Management
Oversees personnel action entry into the LaGov HCM system; signing up of new employees; audit of data input by District and Headquarters HR Analysts; maintenance of automated personnel, position, and table of organization systems; maintenance of numerous personnel, position and HR subject files; and official and confidential employee records. Ensures compliance with the agency's records retention schedule.

(5%) Miscellaneous
Provides information, analyses, and recommendations to Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Executive Counsel, and other agency executives on an as-needed basis on a wide variety of human resources topics and issues. Prepares correspondence for executives' signature on HR issues. Maintains HR websites, including monthly newsletter, policies, downloadable forms, etc. Coordinates usage of and payments for temporary contract employees for all offices statewide. Provides HR support to DOTD umbrella organizations; e.g.,Offshore T erminal Authority and Louisiana Professional Engineering and Land Surveying Board. Is required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

Section 16 – Human Resources