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:	11696

Allocation Action:	Affirmed
Official Allocation:	DOTD PROG DIR
Job Code:	172520
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/02/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	193867
Consultant:	JCA
Supervisor:	DBA

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	11696

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
DOTD Program Director	AS622	172520
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	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
Antee, Haley	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD / Operations / Section 50 / Gang 001		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Chief Maintenance Enginner	50338296	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

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.
DIRECT SUPERVISOR		☐ 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)	8/1/2022	☒ 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.
David Miller Chief Maint. Engineer 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.

Function statement:

The overall function of this position is to direct all loss prevention functions and programs for the Department of Transportation and Development. This position is located in Section 50 /Unit 001 / Headquarters of the Department of Transportation and Development and reports directly to the Chief Maintenance Engineer / DOTD Engineer 9. The incumbent must be self-motivated and able to perform duties and many times with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

60% Administers the agency's safety and loss prevention programs and activities to accomplish program objectives in accordance with statutory, regulatory and established standards and practices.

- Plans, actuates, organizes and controls the comprehensive safety, compliance, loss prevention and safety training programs statewide
- Formulates plans of action, both current, intermediate and long range for all safety, compliance and safety training programs
- Reviews the policies and activities of the agency's safety training program(s) and recommends revisions of rules, regulations and procedures to meet policy or regulatory changes
- Directs, reviews and monitors the budget for Section 50's personnel, services, equipment and materials
- Analyzes the impact of the safety/training and loss prevention programs for agency officials and makes recommendations of work safety policies, procedures and practices, which may affect employee safety.
- Serves as the DOTD Loss Prevention Advisory Committee Coordinator and Advisory on safety policy and procedural matters.

25% Selects and assigns staff and ensures that necessary training is obtained to ensure compliance with agency standards and policies for employees. Conducts staff meetings; meetings with government officials, both state and federal, on a frequent basis on matters pertaining to the reference program(s). Maintains records, databases and reports, prepares correspondence relative to assigned programs. Monitors safety policy application, coordination and implementation of disparate elements that comprise the Department's safety and training programs.

10% Directs investigations, as necessary, of safety related incidents/accidents occurring within the Department and provides assistance as required to federal, state and local law enforcement agency investigation boards in an effort to eliminate or reduce similar accident occurrence.

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

50020496-S50/G001-SAFETY ADMIN

David Miller, Chief Maint Eng, P50338296

50020496-S50/G001-SAFETY ADMIN
00011696-DOTD PROGRAM DIRECTOR
HALEY ANTEE Pers# 00167072
AS-622 Job# 00172520

50020496-S50/G001-SAFETY ADMIN
00088597-DOTD PROGRAM SPECIALIST 1
GABRIELLE LEGE Pers# 00319669
AS-612 Job# 00172450

50020499-S50/G002-SAFETY AUDIT MANAGEF
00008734-DOTD PROGRAM MANAGER
MAY GRAHAM Pers# 00036419
AS-620 Job# 00172510

50387063-S50/G002-SAFETY MANAGER
50387061-DOTD PROGRAM MANAGER
CHRISTOPHER MCMORRIS Pers# 00198474
AS-620 Job# 00172510

50020503-S50/G002-DIST 07 /AUDIT
50561227-DOTD PROGRAM SPECIALIST 4
CHANCE LANDRY Pers# 00088551
AS-617 Job# 00172480

50020504-S50/G002-DIST 58 /AUDIT
50592218-DOTD PROGRAM SPECIALIST 3
KIMBERLY THOMPSON Pers# 00046037
AS-615 Job# 00172470

50020505-S50/G002-DIST 03 /AUDIT
00013301-DOTD PROGRAM SPECIALIST 3
Vacant position
AS-615 Job# 00172470

50020505-S50/G002-DIST 03 /AUDIT
50626604-DOTD PROGRAM SPECIALIST 4
MINDY ATKINS Pers# 00184032
AS-617 Job# 00172480

50020508-S50/G002-DIST 02 /AUDIT
00010549-DOTD PROGRAM SPECIALIST 3
DIANE SHAVOR Pers# 00210269
AS-615 Job# 00172470

50592330-S50/G002-DIST 61 /AUDIT
00115946-DOTD PROGRAM SPECIALIST 2
CHRISTIE HIGGINBOTHAM Pers# 00253765
AS-613 Job# 00172460

50592357-S50/G002-DIST 62 /AUDIT
00116104-DOTD PROGRAM SPECIALIST 3
LANCE HUTSON Pers# 00346839
AS-615 Job# 00172470

50592358-S50/G002-DIST 04 /AUDIT

50020501-S50/G002-DIST 04
00008925-DOTD PROGRAM SPECIALIST 4
DANIEL KIRKPATRICK Pers# 00253404
AS-617 Job# 00172480

50020502-S50/G002-DIST 05
50592215-DOTD PROGRAM SPECIALIST 1
MICHAEL PAGE Pers# 00324409
AS-612 Job# 00172450

50020506-S50/G002-DIST 08
50592217-DOTD PROGRAM SPECIALIST 3
MATTHEW MCCLUSKY Pers# 00337208
AS-615 Job# 00172470

50020507-S50/G002-DIST 07
50592216-DOTD PROGRAM SPECIALIST 2
CALEB COOLEY Pers# 00309628
AS-613 Job# 00172460

50020509-S50/G002-DIST 61
50592220-DOTD PROGRAM SPECIALIST 2
DANIEL WASCOM Pers# 00152904
AS-613 Job# 00172460

50020510-S50/G002-DIST 62
50592222-DOTD PROGRAM SPECIALIST 3
Vacant position
AS-615 Job# 00172470

50020510-S50/G002-DIST 62
50626615-DOTD PROGRAM SPECIALIST 4
MARK LEE Jr Pers# 00060754
AS-617 Job# 00172480

50592355-S50/G002-DIST 02

00115868-DOTD PROGRAM SPECIALIST 3
JULIE MCCOY Pers# 00340117
AS-615 Job# 00172470

50592359-S50/G002-DIST 08 /AUDIT
00088400-DOTD PROGRAM SPECIALIST 3
AMANDA WOLFORD Pers# 00194495
AS-615 Job# 00172470

50592728-S50/G002-DIST 05 /AUDIT
50512586-DOTD PROGRAM SPECIALIST 3
LUXOLA GREEN Pers# 00214197
AS-615 Job# 00172470

00116260-DOTD PROGRAM SPECIALIST 3
Vacant position
AS-615 Job# 00172470

50592355-S50/G002-DIST 02
50626614-DOTD PROGRAM SPECIALIST 4
VICTOR HOLCOMBE Pers# 00159651
AS-617 Job# 00172480

50592356-S50/G002-DIST 03
00013925-DOTD PROGRAM SPECIALIST 2
BOBBIE LEJEUNE Pers# 00274894
AS-613 Job# 00172460

50592363-S50/G002-DIST 58
50561226-DOTD PROGRAM SPECIALIST 4
JAMES PETERS Pers# 00070983
AS-617 Job# 00172480