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:	11122

Allocation Action:	Affirmed
Official Allocation:	ROW MGR
Job Code:	167170
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/03/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	209257
Consultant:	AD
Supervisor:	KLC

Louisiana SCS State Civil Service

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	11122

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Right of Way Manager	AS 622	167170
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
0276	2761032300 / 27600TT102	East Baton Rouge	0050

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
CORSENTINO, Heather	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LaDOTD-Engineering-Project Development-Right of Way Sec.23-Unit 001 (Production)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Right of Way Administrator	115854	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

x 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.

	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)	9/29/2	☒ 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.
Charles McBride Right of Way Administrator 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.

RIGHT OF WAY MANAGER (**Production**): This position is located in the DOTD Headquarters Right of Way Office, works under the broad supervision of the Right of Way Administrator and is responsible for the overall operation and management of the five (5) Right of Way Regional Offices and statewide Relocation Assistance and Advisory Services Program. 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.

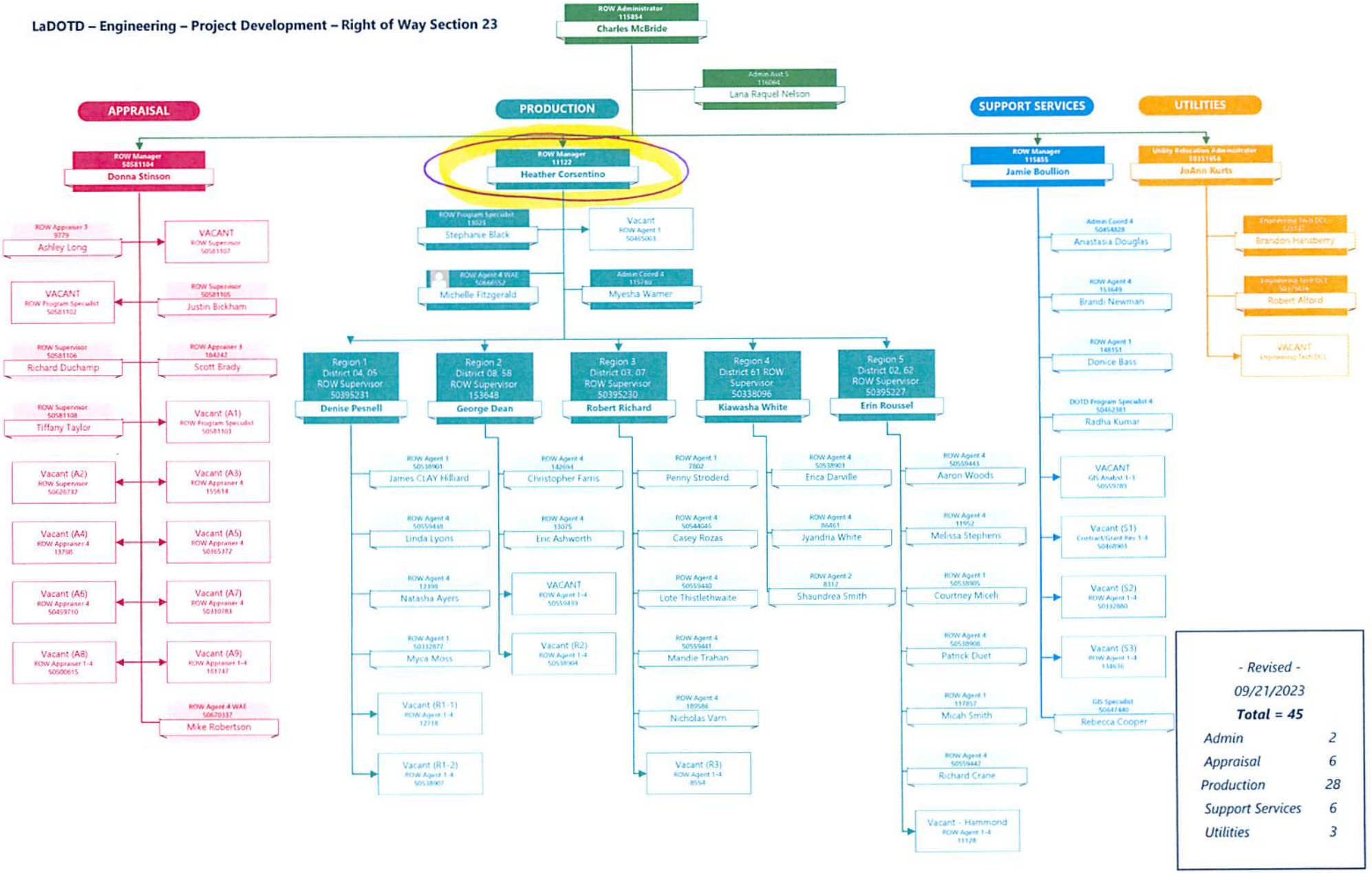
50% Authorized to execute for the Right of Way Administrator, on behalf of the agency all internal documents such as acts of sale, deeds, servitude agreements and payment vouchers whereby DOTD acquires legal ownership and possession of property and property rights required to construct transportation projects. Participants in the approval or rejection of administrative settlements submitted by lower level Right of Way staff after thorough investigation to determine if such approvals are in the best interest of the Department and in conformity with the right of way program. Assist in the evaluation and resolution of complex problems encountered by the Right of Way Section. Plans, organizes and administers the work of the Production Unit of the Right of Way Section to ensure timely advancement of the DOTD program within budget, legal and policy restraints. Analyzes short and long term right of way information technology needs and makes recommendation for appropriate methodology to accomplish goals. Reviews vouchers and supporting documentation to ensure compliance with laws and policies and procedures. Approves or rejects counteroffers and administrative settlements and make recommendations to approve or reject same. Participates in negotiations with property owners and displacees in the most complex acquisitions and relocations or in special or unusual circumstances to facilitate the Right of Way Section's operations. Develops and maintains good public relations with other administrators, the public, property owners and public officials to ensure cooperation and advancement of the right of way program.

20% Makes office visits to each of the five (5) Right of Way Regional Offices as necessary in order to effectively manage the performance of Right of Way Supervisors in their efforts to deliver their respective portions of the work program. Ensures uniformity of Right of Way Regional operations statewide and to facilitate the efficient operation of each Regional Office. Directly supervises the Right of Way Supervisors who serve as Regional Managers. Directs all programs and functions of the Right of Way Regional Offices to ensure conformance with all governing state and federal requirements. Ensures that these Right of Way Regional personnel are adequately trained, motivated and have all resources necessary to keep all projects on schedule to accommodate DOTD's construction letting schedule

10% Determines unit resource needs and assists Right of Way Administrator in establishing policies and procedures for all phases of the acquisition function to ensure statewide conformity and compliance with federal and state laws, regulations and rules. Determines section resource needs and assists the Right of Way Administrator in the preparation of the annual operating budget.

10% Represents the Right of Way Section in meetings with public officials, other administrators within DOTD and property owners to ensure that proper consideration is given to right of way policies, costs and schedules. Assists in the evaluation and resolutions of complex problems encountered by the Right of Way Section. Assists in the determination of right of way program goals and develops plans for implementation. Manages the assignments of all Regional Right of Way resources to balance workloads throughout the state and to maximize productivity. Determines resource needs, allocates resources and accounts for their effective use as they pertain to DOTD right of way activities. Assists the Administrator in setting up "right-of-way clear" dates (R/W Clear) for projects. Assists in the establishment of policies and procedures for all phases of the right of way process. Maintains Procedure and Operations Manuals in current up-to-date condition. Serves as the section's Title VI program coordinator. Oversees the staffing and personnel requirements of the Section's Production Unit.

5% Appears in court to represent DOTD as a witness to support its position in right of way matters or to assist the DOTD legal counsel in prosecuting or defending its position. Gives legal depositions and testifies in court for lawsuits against DOTD. Coordinates with other states' Right of Way offices to assist in the overall objectives of this section.

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

LaDOTD – Engineering – Project Development – Right of Way Section 23