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:	0273 - DOTD-Administration
Position Number:	12821

Allocation Action:	Affirmed
Official Allocation:	HR MAN B
Job Code:	170950
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/25/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182422
Consultant:	WPA
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
273	12821

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Human Resources Manager B	AS 620	170950
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
Barron, Belinda	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Mgmt. and Finance/Human Resources Section/EBR 16-001		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Human Resources Director	10718	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

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.

Belinda Barron EMPLOYEE	DATE 7/23/21	☑ 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.
Michelle Sanders APPOINTING AUTHORITY (Required)	DATE 8/24/21	☑ 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.
Michelle Sanders, HR Director 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.

Functional Statement

Incumbent serves as the Personnel Management and Benefits Unit Manager. Position is located in DOTD Headquarters Human Resources and reports directly to the HR Director D. Requires periodic statewide and/or overnight travel, effective oral/written communication skills, and current working knowledge of agency policies, Civil Service (CS) rules, as well as state and federal laws and regulations.

Unit Management (50%)

Manages the Personnel Management Benefits Unit with direct supervision over two HR Manager A and one HR Analyst/Specialist. Responsible for related functions/programs such as Performance Evaluation System (PES), Employee Recognition, HR Training agency wide, HR Website, Knowledge Management (Continuity Assurance Program and Succession Planning) FMLA, ADAAA, Crisis Leave Pool, Drug and Alcohol Testing, Employee Relations, Discipline, Grievances, Payroll, Benefits, and Retirement. Defines job tasks, sets priorities and regulates workloads for subordinates according to section goals and needs. This includes oversight for compliance with state and federal laws, Civil Service (CS) rules, Louisiana State Employees Retirement System (LASERS), Office of State Group Benefits (OGB), and Office of State Uniform Payroll (OSUP) for all programs. Reviews processes for improvements and advises staff accordingly.

General management assistance/consultation/policy development (25%)

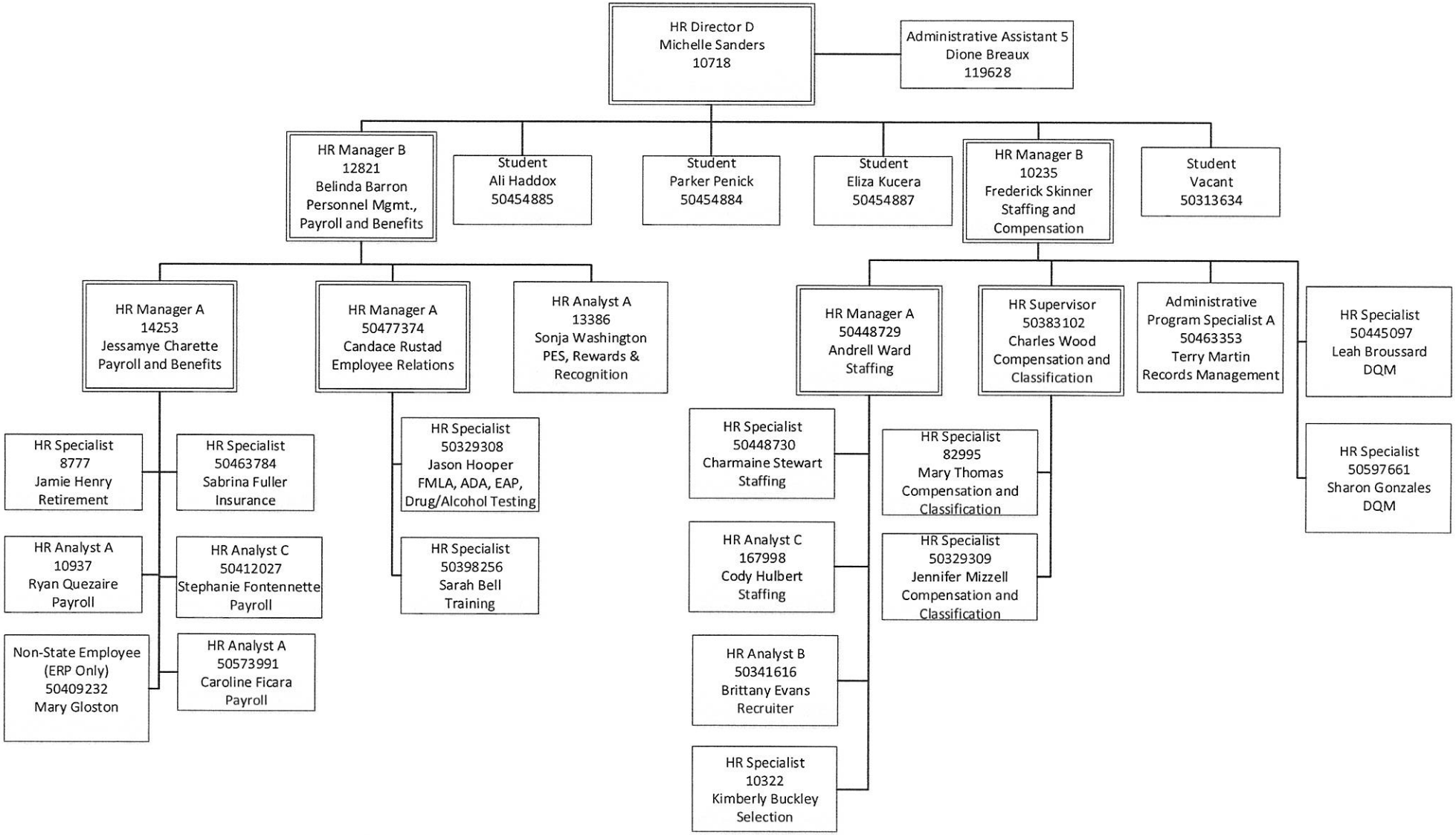
Assists district administrators and section heads over diverse operations and employee classifications in resolving diverse issues and in the establishment of internal personnel management related policies and procedures consistent with established principles of personnel management and employment law, CS rules, federal laws and agency policies and procedures. Serves as liaison between DOTD and CS in all personnel management activities. Meet with agency officials to address problems and concerns and makes recommendations for improvement. Assists in agency policy development relative to program areas and serves on agency committees and focus groups to develop new and/or evaluate existing employment-related policies, processes, etc.

Miscellaneous (20%)

Assists the HR Director in preparing the section's strategic plan, annual goals, and objectives for the section. Conducts research in personnel management related matters and networks with other public and private HR professionals to establish best practices. Collects statistics and summarizes data for the HR Director to determine whether the section /agency met its annual performance indicators. Maintains records of all official affidavits delegating appointing authority status to direct reports of district/section heads; facilitates appointing authority affidavit for each new appointee serving as DOTD Secretary. Coordinates and schedules orientation " briefings" for each new appointing authority within DOTD. Serves as HR Representative on DOTD's CDL Review Committee responsible for resolving CDL-related issues. Ensures that DOTD's contract with AFSCME is revised as necessary and remains current. Works with Payroll to generate reports for disaster related projects and other payroll reports as needed. Manages the recoupment of wages process from inactive employees and maintains an active record of all funds recovered from the Attorney General's office. Ensures that the Certificate of Insurance for Public Employee Blanket Dishonest and Faithful Performance bond is renewed annually with the Office of Risk Management.

Emergency Operation Management (5%)

The incumbent of this position is designated as an Essential Employee and is on "High Alert" during emergency situations, in accordance with the HR Section's Emergency Call-In procedures. The incumbent may also be required to perform other duties as necessary including, but not limited to, emergency/disaster support.

Section 16 – Human Resources

07/16/2021