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:	88325

Allocation Action:	Affirmed
Official Allocation:	DOTD PROG MAN
Job Code:	172510
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	01/13/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	186211
Consultant:	YM
Supervisor:	DBA

POSITION DESCRIPTION

STATECIVILSERVICE

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 & 0273	00088325

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

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

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
WALLACE, RHONDA	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD Compliance Programs Office, S37, G002, EBR(17)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD PROGRAM DIRECTOR	120153	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

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 Rhonda Wallace	1/3/2022	☑ 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 Pm Roddy	12/20/2021	☑ 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) Pm Roddy	12/20/2021	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY Paula M. Roddy / Compliance Programs DIRECTOR		

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 incumbent of this position administers, manages, develops the following three programs:

1. Disadvantaged Business Enterprise (DBE) Certification
2. Disadvantaged Business Enterprise (DBE) Contract Administration
3. Small Business Element (SBE) Program

In managing and administering these three programs, the incumbent develops long and short range goals for all three program areas; develops performance indicators for each program area while continuously evaluating the effectiveness of each program and implementing the necessary changes, ensuring all those affected are notified.

The incumbent manages and administers all aspects of the Department of Transportation and Development's certification program of minority and female applicants, pursuant to the Federal Regulation 49 CFR 26, Subpart D and E. who are eligible for the federally mandated Disadvantaged Business Enterprise (DBE) Program. In this capacity, incumbent must understand, interpret and apply the federal and state laws, regulations, guidelines, and rulings governing the program such as the Federal Regulations 49 CFR 26. Incumbent must possess strong verbal and written communication skills, as well as superior investigative techniques. This position requires extensive public contact and the incumbent must communicate effectively with individuals of various education levels and communication skills, the majority of whom have little understanding of DBE requirements. Position requires the ability to maintain objectivity and neutrality in reviewing eligibility of firms. Position requires a strong knowledge of the operational functions of the department as well as accounting principles, legal organizational structures, business leasing, material acquisition, labor and operational practices of construction, engineering and management consulting and other firms. Incumbent must maintain a stance of diplomacy in dealing with all parties, many of whom are opposed to programs of this type.

DOTD is the only State Agency which has a DBE Certification Program, DBE Contract Administration Program and Small Business Element Program.

60% The incumbent of this position serves as the DOTD Program Manager and is responsible for the management and administration of all DBE Certification and DBE Contract Administration requirements relating to the DBE Program which covers over 400+ certified DBE firms and 300+ federal assisted highway construction contracts per year. Additionally, the incumbent serves as the DOTD Program Manager to manage and administer the Small Business Element (SBE) Program. The incumbent must understand, interpret and apply federal and state laws, federal regulations, guidelines and ruling governing all of these programs. The incumbent interacts with the Federal highway (FHWA), Federal Transit Administration (FTA) Federal Aviation (FAA) and contractors regarding matters concerning the DBE Certification, DBE Contract Administration and SBE Programs. In managing and administering these three programs, the incumbent develops long and short range goals for all three program areas; develops performance indicators for each program area while continuously evaluating the effectiveness of each program and implementing the necessary changes, ensuring all those affected are notified.

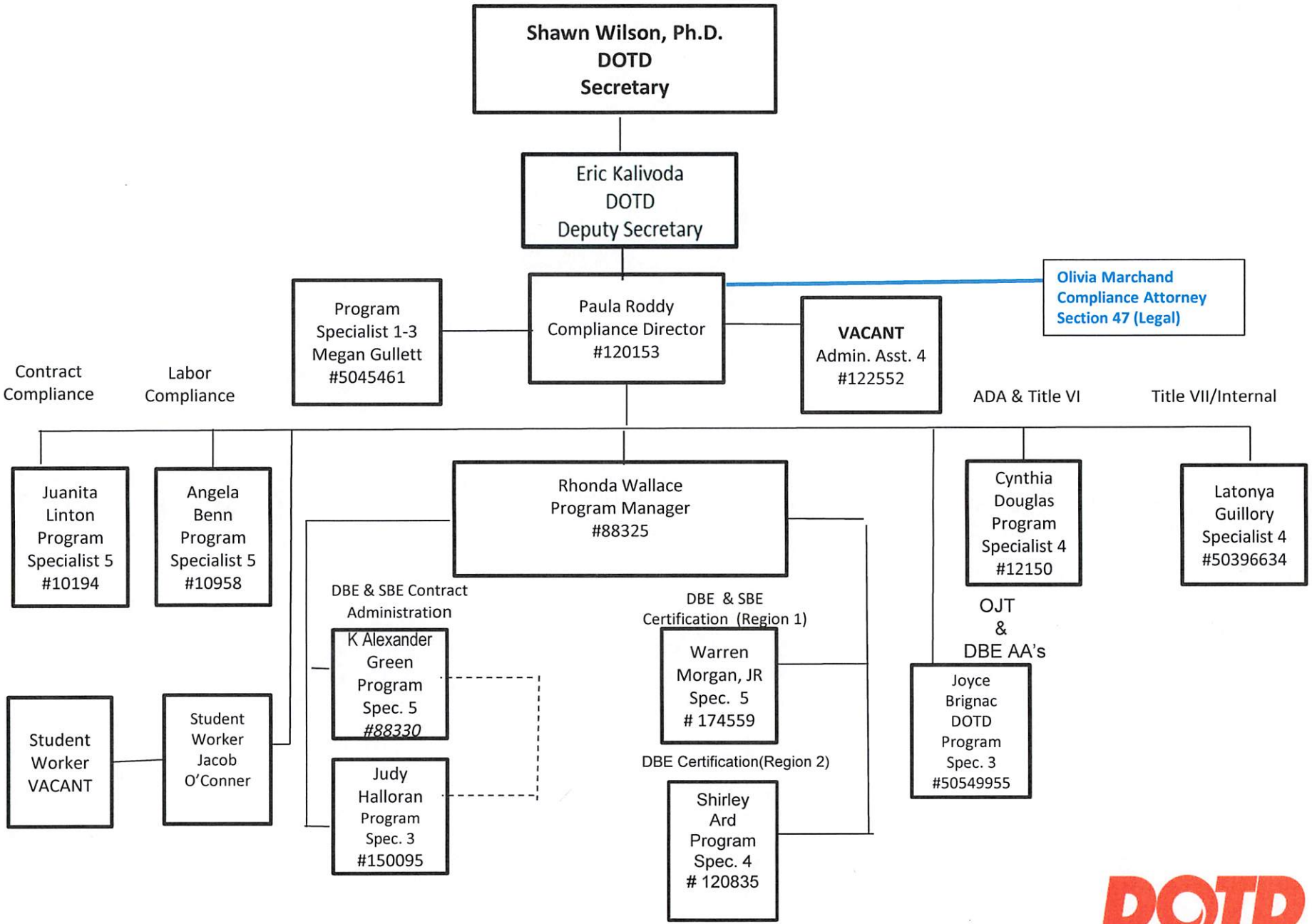
15% Trains and supervises four (4) subordinate DOTD Program Specialists in the 3 separate programs in the state and federal requirements of the DBE Certification Program, DBE Contract Administration and Small Business Element Programs. Reviews and approves reports and correspondence for all three programs. Establishes priority and assigns work to subordinates accordingly. Directs and supervises other staff who are responsible for conducting the independent and comprehensive on-site reviews of active prospective highway construction contractors, suppliers, and professional service consultants to ascertain their eligibility under the DBE Program as specifically required by Federal Regulation 49 CFR 26.83(a)(1). These reviews include at a minimum: supervised desk audits of all applications; on-site visits to applicant's business office and personal interviews with owner(s); supervises verification of information through inspection of firm's corporate documents, financial statements; accounting records; federal and state tax returns; loan agreements; personal net worth statements, etc. as specifically required by Federal Regulation 49 CFR 26.83(c) (2-7) Reviews and approves comprehensive reports prepared by subordinate staff based on factual information gathered during reviews for submittal to the Certification Review Team.

10% The Louisiana Department of Transportation and Development is the Lead Agency of the LA Unified Certification Program (LAUCP) as required by Federal Regulation 49 CFR 26.81. The incumbent of this position serves as DOTD's representative for the LAUCP and is a member of the LAUCP Executive Committee. The LAUCP is comprised of representatives from airport and transit authorities located within the boundaries of Louisiana. The Executive Committee develops and administers uniform procedures to be implemented by all U.S. Department of Transportation recipients within the state as stated in Federal Regulation 49 CFR 26.81(b). Serves as executive chairman on a rotation bases for the LAUCP Executive Committee and conducts and oversees the actions of the board. As such is depended upon regularly by other members throughout the state for guidance and support of the DBE Program regulations and requirements as supported by the Louisiana Unified Certification Program Agreement, and Plan and Process which requires U.S. DOT approval.

10% Serves on the DOTD Certification Review Team and determines eligibility of all new DBE applicants. Reviews and approves all changes to firm's structure and/or annual renewals of DBE firms. Responsible for initiating decertification procedures on LADOTD DBE firms when the record supports such an action as required by Federal Regulation 49 CFR 26.87. Supervises other staff who are responsible for conducting in-depth investigations and gathering all supporting documents that are presented to the LAUCP Executive Committee for decertification hearings on firms being decertified by DOTD as specifically required by Federal Regulation 49CFR 26.87(e). Reviews all correspondence and documents assembled by other subordinate staff requested by the U.S. Department of Transportation on agency appeals as required by Federal Regulation 49 CFR 26.89(d). Confers and advises the Supportive Services Consultant on issues related to DBE Certification and DBE Contract Administration regarding the needs of the DBE community in order for the consultant to provide the necessary and sufficient resources to these firms which is in accordance with the Federal Regulation 49 CFR 230.204. Assists the DOTD Programs Director in the calculation of the Department's annual DBE goal along with the preparation of a detailed summary of the DBE Goal Methodology which is submitted to U.S. DOT through FHWA and FTA.

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

Required statement: 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.



LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT