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:	138486

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:	08/24/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207782
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
0276	138486

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	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
Section 81/G001	East Baton Rouge	Reg/Leav5110010	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2763078100				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Ainsworth, Jamie	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
Department of Transportation and Development/Public Transportation/Office of Planning	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD Program Director	14285	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
Michael Burrows	50532887	DOTD Program Manager/DOTD

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

6	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: Jamie Ainsworth	8/23/23	☐ 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: Sharmon M. Horne	8/23/23	☒ 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): Sharmon M. Horne PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Sharmon M. Horne, DOTD Program Director	8/23/23	☒ 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.

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 DOTD Program Manager plans, directs and evaluates four statewide public transportation programs in the areas of rural, specialized (elderly and disabled), bus and bus facility and job access, planning, and capital grants in order to ensure continued receipt of federal funds, to equitably distribute such funds throughout the State, to foster cost-efficiency and effectiveness in the delivery of such programs and to promote coordination of public and private transportation services among participating local/state agencies.

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.

30% Serves as staff advisor and principal assistant to the Statewide Program Manager 2 by ensuring oversight and management of assigned public transportation programs funded by the Federal Transit Administration (FTA); ensures that programs are properly administered, that federal funds are appropriately expended and that the State and local recipients will continue to receive such funds and the benefits thereof. Assist the Statewide Program Manager 2 in the development of performance indicators and in implementation of the strategic plan. Directs and supervises 6 direct report personnel and is the Second Level Evaluator for 2 indirect report personnel in the Public Transit Section; makes recommendations on the appointment, promotion, discipline or dismissal of staff in accordance with agency rules for personnel administration; assigns duties, trains employees and evaluates performance based on results achieved; establishes workloads, workflows, deadlines, objectives and procedural guidelines for assigned programs; and ensures maximum utilization of time and resources. Assumes all responsibilities for the Public Transit Section in the absence of the Public Transit Director.

30% Oversees the program management and compliance of assigned FTA programs by developing and establishing policies and internal operating procedures, and by obtaining and monitoring program status reports from individual program managers; and maintains master site visits conducted. Develops federal grant applications in the amount $28.5 million in federal and local share for submission to FTA with the recommendations provided by regional program managers to ensure that the use of the funds complement each other and that available funds are optimally maximized. Serves as Point of Contact for grant applications and amendments to FTA, submits FTA grant closures in TRAMS, submits annual Milestones Progress Reports with input from staff, and submits final Drug and Alcohol MIS reports in DAMIS. Maintains technical expertise in applicable FTA grant guidelines and regulations, federal Office of Management and Budget policies and procedures, technical public transportation planning and implementation principles and numerous specialized federal circulars and regulations, such as C5010.1E Award Management Requirements; C9070.1G Enhanced Mobility of Seniors and Individuals with Disabilities Programs; C9040.1G Formula Grants for Rural Areas; C9050.1 Job Access Reverse Commute; C5100.1 Bus and Bus Facilities; C9030.1E Urbanized Area Formula Programs; C8100.1C Metropolitan Planning and State Planning and Research; C5800.1 Safety and Security Management; C4704.1A Equal Employment Opportunity; C4710.1 Americans with Disabilities Act; C4702.1B Title VI Requirements; C4220.1F Third Party Contracting; and 2CFR 200 Office of Management and Budget Guidance; FTA Transit Safety and Security, FTA Drug and Alcohol, DBE, Environmental Laws, Labor Regulations, Private Participation, etc and serves as Coordinator for Outreach, Title VI, and DBE for Public Transit Section.

20% Analyzes federal regulations, which are often broad and subject to interpretation, and prepares written comments regarding program impact. Establishes program performance evaluations to assess the impact of program funding and to ensure compliance with federal and state regulations; develops system efficiency indicators to determine level of effectiveness obtained by funded systems; and fosters the implementation of integrated transportation services.

Coordinates and/or consults with local and state government officials, private officials, professionals, recipients and others on matters pertaining to assigned programs regarding the development, implementation, management and/or evaluation of transportation systems; develops and maintains plans to coordinate public transportation activities with other state/local agencies; reviews and evaluates State coordination efforts; and prepares and submits quarterly coordination reports to FTA.

10% As a representative of DOTD, incumbent promotes public transportation programs in Louisiana by serving on the Louisiana Public Transit Association's Executive Board, by speaking to interested groups and individuals, by formulating and implementing publicity programs and by developing means by which individual agencies may market and promote their systems. As a representative of DTOD, may serve on task forces and committees and at transit workshops, conferences, and state and national meetings; encourages and evaluates private and minority participation in publicly funded transit programs; plans public relations programs involving the Governor's Office and prepares publicity releases for dissemination to official parish journals.

Serves as chair the Interagency Applications Review Committee to evaluate Section 5310, 5311, and 5339 applications for operating and capital assistance.

5% Assist Director in preparation of requests for contract proposals for consultant bids and evaluation of proposals; makes recommendations to the Public Transit Director (Statewide Program Manager 2) and agency officials; exercises project supervision over consultants as assigned and assumes responsibility for contract preparation, project progress, contract payments, result of work effort and coordination of required audits. Reviews and updates operating, capital, planning, and professional service contracts in accordance with federal and state regulations as needed.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. This position serves as a subject matter expert/liaison between public transit and DOTD's emergency response section and acts with the direction from the DOTD Emergency Operations section during activation. Point of contact for FTA and DOTD for providing the status of Louisiana Transit providers during emergency situations.

HORNE, SHANNON M

DOTD PROGRAM DIRECTOR
00014285

AINSWORTH, JAMIE B

DOTD PROGRAM MANAGER
00138486

ATHALONE, TINA

DOTD PROGRAM SUPERVISOR
00138485

MOORE, SHANTA R

DOTD PROGRAM SPECIALIST 4
00008511

MURRELL, SCOTT D

DOTD PROGRAM SPECIALIST 3
00152446

BARTHELEMY, STEPHANIE

DOTD PROGRAM SPECIALIST 4
00009212

CORMIER, MELISSA L

DOTD PROGRAM SPECIALIST 4
00014055

HARRIS, KAREN M

DOTD PROGRAM SPECIALIST 4
50309666

LAMBERT-OSWALD, PETER G

DOTD PROGRAM SPECIALIST 4
50401558

VACANT

DOTD PROGRAM SPECIALIST 3
00153335

LABAUVE, KERI O

ACCOUNTANT 3
50330587

VACANT

ADMIN ASSISTANT 4
00137565