SF-3
Rev. 01/07

CHIEF OF COMPENSATION
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111

POSITION DESCRIPTION

ASSIGNED CONSULTANT / AGENCY

HUMAN RESOURCES USE ONLY	☐ AFFIRMED ☐ JOB CORRECTION ☐ NEW POSITION	☐ REALLOCATED Up Down Lateral ☐ RETURNED W/O ACTION	MAJOR AGENCY CODE	LOG NUMBER – DSCS
OFFICIAL ALLOCATION			OFFICIAL JOB CODE	EFFECTIVE DATE / /
CONSULTANT	SUPERVISOR	CAREER PROGRESSION GROUP YES NO	MASTER JOB DESCRIPTION YES NO	
COMMENTS			☐ INCUMBENCY ALLOCATION ☐ FROZEN REVIEW DATE: ___/___/___	

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, see instruction sheet.

☐ NEW POSITION ESTABLISHED ☒ UPDATE ☐ MASTER
☐ AGENCY APPEAL ☐ JOB CORRECTION ☐ 5.3 APPEAL
☐ EMPLOYEE APPEAL ☐ CAREER PROGRESSION GROUP

CURRENT OFFICIAL JOB TITLE DOTD Secretary	PERSONNEL AREA CODE	POSITION NUMBER 7119
	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE 506600
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

2 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST, MIDDLE Sherri H. LeBas	Employee Qualifies For Job ☒ Yes ☐ No	AREA CODE – OFFICE TELEPHONE ( )
DEPARTMENT – OFFICE – DIVISION / BUILDING – CITY - PARISH DOTD / Section 01 / Office of the Secretary / East Baton Rouge Parish		HUMAN RESOURCES CONTACT
DIRECT SUPERVISOR'S NAME Bobby Jindal	OFFICIAL TITLE OF SUPERVISOR Governor	HUMAN RESOURCES TELEPHONE (225) 3791259

3 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

4 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED.

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF
☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PPR RATING ☒ APPROVES LEAVE

13	NUMBER OF DIRECT SUBORDINATES

5 ATTACHMENTS

Check to indicate attachments. Please review SF-3 instruction sheet for required attachments.

☒ Organizational Chart **(required)** ☒ Duties / Responsibilities **(required)** ☐ Comments ☐ MJD Position Numbers

6 SIGNATURES

Sherri H. LeBas EMPLOYEE	DATE 8/22/13	☐ 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 SF-3. 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 SF-3. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Indicate Title)	DATE	☐ I certify that I agree with this document. ☐ I certify that I have reviewed the SF-3. I disagree with a portion of the contents and have attached comments.

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.

If duty(s) are short-term / temporary and nonrecurring, note beginning and ending dates and percent of time required to perform the duty(s). Begin the writing of your short-term duty statement(s) as follows: (SHORT-TERM – beginning and ending dates) – Example: (SHORT-TERM – 1/1/99 thru 1/31/99) I count.....

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 Secretary of Transportation and Development is appointed by the Governor with consent of the Senate. The Secretary serves at the pleasure of the Governor at a salary fixed by the Governor, which salary shall not exceed the amount approved for such position by the legislature while in session. The Secretary is the appointing authority for the Department in accordance with civil service rules and regulations. The Secretary shall serve as the executive head and chief administrative officer of the Department of Transportation and Development and shall have the responsibility for the policies of the Department, except as specifically provided for particular agencies transferred to or placed within the Department by other provisions in Title 36 of the Louisiana Revised Statutes (LRS). The Secretary shall also be responsible for the administration, control, and operation of the functions, programs, and affairs of the Department; provided that the Secretary shall perform his functions under the general control and supervision of the Governor.

100% Carryout the functions, powers, and duties vested in the position of Secretary of Transportation and Development:

(1) Represent the public interest in the administration of this Chapter and shall be responsible to the Governor, the Legislature, and the public therefore.

(2) Determine the policies of the Department, except as specifically provided for agencies transferred to the Department as otherwise provided in LRS Title 36.

(3) In accordance with the Administrative Procedure Act, make, alter, amend, and promulgate rules and regulations necessary for the administration of the functions of the Department, except as otherwise specifically provided for agencies transferred to the Department.

(4) Organize, plan, supervise, direct, administer, execute, and be responsible for the functions and programs vested in the Department, in the manner and to the extent provided by LRS Title 36.

(5) Advise the Governor on problems concerning the administration of the Department.

(6) Act as the sole agent of the State or, in necessary cases, designate one of his subordinates within the Department to cooperate with the federal government and with other state and local agencies in matters of mutual concern and in the administration of federal funds granted to the state or directly to the Department or an office thereof to aid in the furtherance of any function of the Department and its offices. For this purpose, the Secretary may take such actions, in accordance with any applicable state law, necessary to meet such federal standards as are established for the administration and use of such federal funds, except as otherwise specifically provided by the constitution and laws of this state. The Secretary shall have full and complete power to perform all duties imposed by law upon the Department either directly or through his designated subordinates, except as specifically provided for agencies transferred to the Department. This grant of power and authority to the Secretary, shall be liberally construed to effectuate the purposes of LRS Title 36 and the constitution and laws of the State of Louisiana.

(7) Make reports and recommendations on his own initiative or upon the request of the Governor, the Legislature, or any committee or member thereof.

(8) Provide for the ongoing merger and consolidation of the agencies and functions transferred to his Department and submit a report thereon to the Governor and the Legislature, which report shall accompany the budget statement which he submits under provisions of LRS 39:33. Such report shall include a statement of the goals of the Department and to the programs thereof and shall summarize the accomplishments of the Department in meeting such goals and implementing such programs. The report shall also contain a specific statement of the reorganization and consolidation plan for the Department for

the next year and shall include a report on the implementation of such reorganization and consolidation plan for the previous year. The report concerning reorganization shall specifically detail the extent to which the Department has achieved goals stated the previous year with respect to merger and consolidation of functions, abolition of agencies, consolidation of offices, elimination of job positions, and efficiency and economy in delivery of services. The report shall contain any recommendations with respect to reorganization which may require legislative action under the provisions of LRS Title 36. A copy of the report and recommended legislation shall also be submitted by the Secretary to the presiding officer of both houses of the Legislature. The presiding officer shall refer the report to the appropriate committee having jurisdiction of the subject matter as provided in the rules of the respective house.

(9) Have absolute control over the Mississippi River Bridge Authority including but not limited to those responsibilities provided in R.S. 48:1101.1.

The Secretary shall have authority to:

(1) Except as otherwise specifically provided in R.S. 36:801, R.S. 36:801.1, and R.S. 36:803:

(a) Employ, appoint, remove, assign, and promote such personnel as is necessary for the efficient administration of the executive Office of the Secretary and the performance of its powers, duties, functions, and responsibilities and such other personnel, who are not assigned to an office as may be necessary for the efficient administration of the Department and for the performance of the responsibilities, powers, duties, and functions of agencies transferred to it.

(b) Employ, assign, and remove all personnel employed for the Department on a contractual basis; and

(c) Transfer the personnel of the Department as necessary for the efficient administration of the Department and its programs; all of the above to be accomplished in accordance with applicable civil service laws, rules, and regulations, and with policies and rules of the Department of Transportation and Development, and all subject to budgetary control and applicable laws.

(d) Negotiate and execute, for meaningful consideration, contracts that permit the use of bridges under the jurisdiction of the Department of Transportation and Development for installation of cables for communication systems. "Meaningful consideration" shall include but not be limited to a specific fee or rental during the period of the contract. The Secretary shall promulgate the necessary rules and regulations to establish and assure uniform criteria for the negotiation and execution of the aforementioned contracts. As nearly as is practicable such rules and regulations shall be promulgated sixty days after the effective date of this Subparagraph.

(2) Appoint, subject to gubernatorial approval, advisory councils, boards, and commissions necessary in the administration of the Department.

(3) Accept and use, in accordance with law, gifts, grants, bequests, and endowments for purposes consistent with the responsibilities and functions of the Department and take such actions as are necessary to comply with any conditions required for such acceptance.

(4) Formulate and promulgate rules of administration for the Department relating to employment and management.

(5) Do such other things, not inconsistent with law, as are necessary to perform properly the functions vested in him.

Louisiana Department of Transportation & Development

Revised 9/7/2012