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

PERSONNEL AREA CODE	POSITION NUMBER
0276	7149

CURRENT OFFICIAL JOB TITLE	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Executive Director		
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

2 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST, MIDDLE	Employee Qualifies For Job	AREA CODE – OFFICE TELEPHONE
Sittig, Clifton Dale	☒ Yes ☐ No	(337) 262-6114
DEPARTMENT – OFFICE – DIVISION / BUILDING – CITY - PARISH		HUMAN RESOURCES CONTACT
DOTD, Multi-Modal Planning, LOTA/Lafayette, Lafayette		Mary Thomas
DIRECT SUPERVISOR'S NAME	OFFICIAL TITLE OF SUPERVISOR	HUMAN RESOURCES TELEPHONE
Dennis Decker	Assistant Secretary, Office of Multimodal Planning	(225) 379-1291

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

1	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

	DATE	
EMPLOYEE Clifton D. Sittig	11-27-12	☒ 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	12/4/12	☒ 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)	12/4/12	☒ 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.

LOUISIANA OFFSHORE TERMINAL AUTHORITY
EXECUTIVE DIRECTOR
Dale Sittig
Position #7149

Be available to LOOP, LLC in the event of an incident such as an oil spill, hurricane or security breach.

Visit LOOP, LLC facilities on a regular basis. LOTA/director is in command to monitor, promote, license and regulate all LOOP activity.

Conduct all PRC (Program Review Committee) meetings.

Participate in safety and mock disaster drills.

Brief DOTD Secretary on all meetings and new information as it occurs/as needed basis.

Schedule meetings with state, local and federal agencies to discuss incidents, expansions and other projects that might occur.

Oversee all aspects of the Environmental Protection Plan including consultant contracts. Consult with DOTD legal staff when changes are needed in the Environmental Protection Plan.

Stay in contact with the Captain of the Port/US Coast Guard in Morgan City as they are the agency responsible for LOOP security in federal waters.

MULTIMODAL PLANNING

OFFICE OF ASSISTANT SECERETARY

SUPERVISOR POSITION

CONTRACT POSITION

VACANT POSITION