

# Louisiana Department of Transportation and Development

## Human Resources Newsletter

### May 2008

**DOTD Employees Are The BEST !** - May 5 - 9 has been declared Public Service Recognition Week by the Governor, so DOTD Headquarters is celebrating in major ways! Exciting activities will take place throughout the entire week:

- Mon, 5/9 - Fruit Breakfast starting at 8:00 a.m. in HQ lobby
- Tues, 5/6 - Root Beer Floats starting at 1:30 p.m. in HQ lobby
- Wed, 5/7 - "Supervisors Treat Staff Day" (breakfast, lunch or snack)
- Thurs, 5/8 - Free Jambalaya & Music from 11:30 a.m. - 1:00 p.m. in DOTD annex parking lot
- Fri, 5/9 - "DOTD Gives Back" food bank drive - Donations will be accepted all week. Contact Joyce Rodriquez (379-1426) or Deborah Belin (379-1409) to donate.

This year's theme is "Great Staff...Great Team!" The outlying Districts and Sections will also host special events to honor their employees.

**New Human Resources Analyst** - HR is pleased to announce the appointment of Paula Berwick to the position of HR Analyst C in the Employee Administration Unit. Paula brings a wealth of professional experience which includes 12 years of previous HR experience and five years in the Budget Section. Paula will provide support to the following areas: Office of Planning and Programming, LTRC, Materials Section and the Office of Public Works, Hurricane Protection & Intermodal Transportation. Please don't hesitate to contact Paula should you need her assistance (225-379-1295 or [paulaberwick@dotd.la.gov](mailto:paulaberwick@dotd.la.gov)).

**DOTD Launches New On-Line Job Center** - Human Resources has created a "one stop shop" job center on the Human Resources web page. This feature allows departments to post job openings in three categories: "Immediate Hiring Needs", "Continuous Jobs", and "All Job Openings". The job center also offers applicants the ability to complete an expedited application for immediate job openings. If you would like to post your upcoming job opening in the "Immediate Hiring Needs" category in preparation for the expiration of the hiring freeze, please contact Janice Drake at (225) 379-1222 or email [janicedrake@dotd.la.gov](mailto:janicedrake@dotd.la.gov).

**Job Shadowing Event** - Last month DOTD hosted a special Job Shadow Day for Scotlandville Magnet High School students. Five students were paired with DOTD engineers and engineering technicians. The day began with a tour of the Information Technology and the Intelligent Transportation sections, followed by a "shadowing" session, whereby each student accompanied a mentor to his/her workstation. A luncheon immediately followed, during which Secretary Ankner presented a check for \$479 to Scotlandville Magnet's engineering program on behalf of DOTD. The money represents 10 percent of the proceeds from "Books Are Fun" sales held at headquarters last fall. The school's engineering group will use the money for various projects and field trips. Thanks to mentors, Janice Drake, Recruiting Manager, Kirk Clement, Deputy Undersecretary, and Secretary Ankner for making this event a success.

**Louisiana Department of Transportation and Development**  
**Human Resources Newsletter**  
**May 2008**  
(continued)

**May 2008 Events**

<a href="#">May 5</a>	Human Resources Needs Assessment Surveys are due
<a href="#">May 5 - 9</a>	Public Service Recognition Week
<a href="#">May 21</a>	Standing Committee on Human Resources (SCHR) meeting (HQ)
<a href="#">May 26</a>	Memorial Day
<a href="#">May 29</a>	New Employee Orientation (HQ)

**Personnel Management Unit Update**

**Engineering Summer Student Worker Program** - DOTD's program starts Monday, June 2 and will conclude Friday, August 15. To be eligible, a student must be in good standing with a GPA of 2.5 or above, be registered full-time with his/her university, and be classified as a junior or senior in Civil Engineering. Students will be allowed to work a maximum of forty (40) hours per week for eleven weeks. Interested department heads or students should contact Janice Drake at (225)-379-1222 or [jdrake@dotd.la.gov](mailto:jdrake@dotd.la.gov). The deadline for application has been extended to **Friday, May 23, 2008**.

**Reminders to Supervisors about PPR:**

- Supervisors need to be aware of important dates for 2007/08 PPR ratings and 2008/09 planning sessions. [Click here](#) to access the timeline.
- May and June merit increases will not be entered until after the official PPR rating is issued and submitted to the appropriate HR analyst. Please note that anniversary dates that fall during the PPR rating window (May 1 - June 30) should reflect the PPR score for the ending fiscal year. These employees may be rated at anytime during the months of May and June.

Questions about the PPR process may be directed to Sarah Ragona at (225) 379-1258.

**Position Description Updates** - Effective May 1, 2008, the HR Compensation Unit will resume DOTD's policy of updating SF-3s (job descriptions) older than one year for non-supervisory and supervisory positions. Please send updated SF-3s to your Compensation Representative. If you have any questions, please contact Toby Comeaux at (225) 379-1291.

**HR Needs Assessment Survey** - In order for HQ HR to incorporate Districts'/Sections' needs, appointing authorities are asked to respond to the HR Needs Assessment Survey by Monday, May 5, 2008. If you need additional information, feel free to contact Mike Tucker at (225) 379-1219.

Louisiana Department of Transportation and Development  
Human Resources Newsletter  
May 2008  
(continued)

## Employee Relations Unit Update

**Educational Leave / tuition Reimbursement Reminder** - PPM 17 provides that full-time employees with one year of DOTD service may request educational leave and reimbursement of tuition cost for college courses directly related to their job duties. The Application and Contract Form should be submitted in advance to the appointing authority so that final approval will be received by the semester start date. This form is available on the HR Intranet website. For more information about DOTD's educational leave/tuition reimbursement program, please contact Candy Cardwell at (225) 379-1241.