BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 80

EFFECTIVE DATE: **February 7, 2007**

REVISED DATE: **June 3, 2009; July 1, 2012**

SUBJECT: **Dual Career Ladder (DCL) for Engineers and Architects**

AUTHORIZATION: _____
Steven Procopio, Appointing Authority

I. POLICY:

In accordance with Civil Service Rule 5.9, it is the policy of the Division of Administration (DOA) to administer a Dual Career Ladder (DCL) program for all Engineer and Architect positions within the DOA.

II. PURPOSE:

The purpose of this policy is to set forth guidelines addressing Dual Career Ladders for all Engineer and Architect positions. The goals of this policy are to reduce managerial/ supervisory staff ratios, reduce turnover in the professional ranks, increase job satisfaction through reallocation or promotion based upon technical expertise rather than supervisory/managerial responsibilities, preserve institutional knowledge acquired by employees who remain with the DOA, and ensure the continuity of complex programs.

III. PERFORMANCE STANDARDS:

The following performance standards are required in order to qualify for a DCL position:

- Demonstrated exceptional level of skill and/or expertise in a field of technical knowledge that directly supports the mission of the DOA.
- Maintenance of the level of skill and/or expertise through continuing education or other means.

- Effective July 1, 2012 through June 30, 2013, employees must have received an evaluation of satisfactory on June 30, 2012.

- Effective July 1, 2013 and after, employees must have received an evaluation of successful or above for the previous evaluation period.

- No disciplinary action in the preceding three (3) years.

IV. SELECTION PROCEDURE:

Newly created or vacant DCL positions will be filled on a competitive basis. Positions will be announced through postings upon the approval of the Appointing Authority to fill the position. The job announcement will be posted on the Civil Service LA Careers announcement board and/or advertised by other required announcement method(s) as determined by the DOA Office of Human Resources, Section Head, and Appointing Authority.

Applications will be received during the posting period and evaluated. Applicants meeting the minimum qualification requirements and selection criteria outlined in the announcement will be routed to the appropriate personnel. Upon qualification, applicants will be contacted to schedule an interview with the appropriate individual or committee.

Final recommendations for appointments to a DCL position will be made by the appropriate Section Head and final approval must be granted by the Appointing Authority.

Employees must meet all minimum qualifications of the applicable job specification.

V. DCL TITLES UTILIZED:

Facility Planning and Control Manager – DCL
Engineer 6 – DCL

VI. SCOPE OF USE:

DCL positions being utilized at any time will not exceed 25% of all funded, filled and vacant non-direct supervisory positions encompassed by this policy. The 25% eligible DCL positions will be determined annually on July 1st and will remain constant for the Fiscal Year (FY) based on authorized Table of Organization (T.O.) for the FY. At any time during the FY should the T.O. change for the DOA a new DCL eligibility figure may be recalculated if authorized by the Appointing Authority.

In addition to the duties described in the job specifications, these positions will serve as senior advisors and experts to agency staff and the public in the specific field of expertise. This involves the acquisition and application of knowledge of all essential aspects of the field of expertise and remaining current on the latest developments in the field.

Incumbents will provide expertise in their field to everyone in the DOA and the general public when appropriate. This input is key to any decision making process that involves the designated field of expertise.

Incumbents must be willing to continue training and research in their field to maintain a very high and up-to-date level of expertise and to share it with their colleagues for the benefit of the DOA and the State of Louisiana.

VII. REPORTING STRUCTURE:

The FPC Manager - DCL will report to a FPC Senior Manager or higher level authority. The Engineer 6 - DCL will report to the Director (or appropriate substitute) of the Office of Community Development.

VIII. RESPONSIBILITY:

DEPUTY/ASSISTANT COMMISSIONERS AND EQUIVALENT are responsible for:

Holding Section Heads under their supervision accountable for adhering to all aspects of this policy.

SECTION HEADS are responsible for:

Determining which applicants and incumbents qualify for DCL positions and making recommendations to the Appointing Authority.

Ensuring that each employee under his supervision, current and new is made aware of this policy and its contents as well as any forthcoming revisions.

Cyclically reviewing the positions selected to be in the Dual Career Ladder program to assure the requirements are still appropriate and the positions remain viable.

MANAGERS/SUPERVISORS are responsible for:

Complying with this policy as directed by the Section Head.

EMPLOYEES are responsible for:

Meeting all minimum qualifications of the applicable job specification, including any additional selection criteria and supplemental training.

OFFICE OF HUMAN RESOURCES is responsible for:

Providing a DCL Annual Report to Civil Service in accordance with all requirements.

IX. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.

X. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the Appointing Authority for consideration.