LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MANUAL (PPM) NO. 59

SUBJECT: Workforce Development

EFFECTIVE DATE: March 20, 2001

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals on this subject and is not to conflict with PPM 33, Selection and Appointments.

1.   POLICY STATEMENT

This policy establishes DOTD philosophy regarding workforce development, creating uniform policies and procedures for training, and defining the training requirements for DOTD personnel.

2.   PHILOSOPHY

It is essential to efficiently develop and manage the DOTD workforce, maximizing employee potential and providing training to ensure personnel effectively manage the transportation system. This is achieved through:

    A.   Specialized Training (based on job title or work location)

    B.   Professional Development

    C.   Continuing Education

    D.   On-the-job Training

Training Programs are designed to ensure workforce safety and proficiency. The department will promote an environment of continual learning to strengthen and improve basic skills of all employees, as well as enhance preparedness to meet the challenges of a more technical work environment.

The department will provide training and related materials at no cost to the individual employees and encourage completion of training during work hours. The department acknowledges that on-the-job training is an essential component of all departmental activities and encourages all employees and supervisors to share their knowledge and experiences with others.

The department further acknowledges the training defined in this policy is the minimum training required for DOTD employees to perform their job duties safely and proficiently. This policy empowers administrators and supervisors to direct the training of their staff and require additional training or earlier due dates where necessary to improve employee performance and departmental operations.

3.   DEFINITIONS:

   A.   Learning Management System (LMS) is defined as a software application or web-based technology that provides a location for students to view training requirements, take web-based courses, register for instructor-led training and view the record of their training.

   The state of Louisiana LMS, SAP SuccessFactors, contains the following types of training that will be automatically assigned to employees based on designated criteria. Training may also be individually assigned.

   (1)   Program – Programs contain Sections which contain courses. Sections may have due dates as well as the entire Program.

   (2)   Curriculum – One or more courses that must be completed within a designated period and repeated when they expire. These courses will always show as needed in the LMS, but are considered current if the due date is in the future.

   (3)   Items – Courses that can be found in Programs or Curricula and may also be assigned individually to employees to take. Individually assigned Items may or may not have specific due dates.

   B.   Specialized Training Program (STP) is defined as the grouping of courses together to form a Program in the LMS. Employees are subscribed to Programs as required by their job title and/or job location. Programs must be completed by the assigned due date. The appendices provide additional information about specific types of Programs. Curricula may also be specialized by job title or location.

   C.   Due Date is defined as the date employees are required to complete a specific training assignment. Each type of training assignment may have a different due date. The effective date of an approved personnel action or the effective date a training requirement is established will determine the due date for that type of training. All criteria relating to the due dates for specific types of training will be addressed in the appendix governing that training.

   D.   Grandfathered is a term used to specify when an employee is not required to take a new or revised training requirement as long as they remain in their position and job title at the time of the grandfathering. It is not automatic for every change to training requirements.

   (1)   Employee seeking a promotion or to advance in a career progression group must meet all training requirements. Grandfathered status is forfeited after advancement or promotion.

E.   Overall Training Status is defined as the training status of an employee considering all training assigned to them in the LMS at that time. Employees should be "In Compliance" at all times.

(1)   In Compliance – an employee has either completed, or has more time to complete, all their assigned training in the LMS.

(2)   Non-Compliant – an employee is past due for training assigned in the LMS. The employee is not eligible for promotion or reallocation while "Non-Compliant". An employee or supervisor may request an exception to training if an instructor-led course has not been offered in a timely fashion or if the employee has encountered extenuating circumstances. Exceptions to training are approved by the Louisiana Transportation Research Center (LTRC).

4.   RESPONSIBILITIES

A.   Employee. It is the responsibility of each employee to participate in workforce development, to understand their assigned training requirements, and to approach training in a continuous, systematic way, with career advancement as the goal. Employees should complete required training courses as quickly as possible. Employees are responsible for registering for required courses in the LMS.

(1)   An employee may request additional training beyond what is required, but it is understood that the training should be:

a.   Directly related to the employee's job level and organizational unit.

b.   Approved by the employee's supervisor. Supervisors should exercise sound judgement in deciding if the training is appropriate and necessary.

B.   Supervisor. Supervisors are responsible for promoting an environment of continual learning, notifying employees of individual training requirements, supporting employee training and course preparation whenever possible, integrating employee training into work activities, and ensuring that training is scheduled around work activities. Supervisors guide employee training through the use of the Performance Evaluation System (PES.)

(1)   Supervisors are responsible for monitoring their employees to ensure all assigned training is completed in a timely fashion.

(2)   Supervisors must make individual training assignments when the employee requires those assignments based on their job title. Examples include Equipment Operator Certification Program (EOCP) training, and Specialty

Areas, Authorizations, and Certifications for certain Engineering Technicians. See the appropriate appendix for more information.

(3)   Supervisors must maintain "In Compliance" status with their training, maintain a departmental email address, and periodically review this email inbox for correspondence regarding training for their employees and themselves.

5.   DOTD TRAINING REQUIREMENTS

This policy establishes different types of training requirements. Specific details and information for these distinct requirements are provided in each appendix. Courses in the training requirements are defined in both the LMS and in the DOTD Training Requirements Catalog generated and maintained by the Training and Technology (Section 33) at LTRC.

When an appendix is revised or a new appendix is implemented, employees affected by these changes will be notified by the Training and Technology Section (Section 33) with specific information regarding modifications to training requirements and given guidelines for completing that training. The appendices are as follows:

A.   Leadership Development Training

B.   Engineering Technician Training

C.   Maintenance Personnel Training

D.   Engineer Intern Training

E.   Specialty Areas, Authorizations and Certifications

F.   Administrative Coordinator and Assistant Training

G.   DOTD Human Resources (HR) Training

H.   Civil Service Supervisory Training

I.   Weights and Enforcement Training

J.   Loss Prevention Training

K.   Emergency Operations Training

6.   CONFORMANCE WITH TRAINING

The overall training status for individual employees must always be "In Compliance". Failure to maintain training set forth in this policy may result in disciplinary action in accordance with the

Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules.

A.   Employees are required to complete certain minimum training requirements to ensure safety and competency in handling job assignments in keeping with the level of their classifications. The training requirements are explained in the subsequent appendices and are assigned to each employee in the LMS.

B.   Employees must successfully complete training courses to earn training record credit. Courses may require employees to pass exams to earn credit. Once a course is complete and credit is awarded, the course credit will remain valid unless the course credit expires or a course revision requires taking the new version.

C.   Titles in the LMS will clearly indicate expiration time periods if applicable. The expiration date will be the completion date plus the expiration time period.

D.   If any required course credit expires, the employee must retake the course or a refresher course to remain "In Compliance" with training requirements.

E.   When significant revisions to existing courses or Programs are implemented, the employee must successfully complete the new or revised courses by the required completion date.

F.   Training assignments may be modified to integrate new technologies, comply with federal or state mandates, comply with DOTD revisions to policies, specifications, sampling procedures, test procedures, design methodologies or software, or otherwise noted significant changes.

G.   An employee serving on a classified WAE or Job Appointment is exempt from specialized training. The employee must take all other required training.

H.   Part-time employees or employees with reduced working hours (a minimum of 20 hours per week on a fixed schedule) must take the training required for their position.

I.   Employees who are planning to be away from work for an extended time (e.g. FMLA) should review their training prior to their absence and take any training that would become past due during their planned absence.

J.   When extenuating circumstances (e.g., medical or family leave, extended approved leave, military leave, etc.) prevent an employee from complying with training requirements by the assigned completion dates, an Exception to Training request may be submitted.

        (1)   An Exception to Training request must include appropriate supporting documentation and an endorsement from the employee's Appointing Authority. The Exception to Training request will be submitted to LTRC

for review and decision. If approved, training due dates will be modified in coordination with the appropriate District Training Coordinator or Section Training Liaison.

7.   PERFORMANCE EVALUATION SYSTEM (PES)

Supervisors will review employee training performance and records annually as part of the PES process. All employees are required to maintain "In Compliance" status with their training.

A.   If the employee is "Non-Compliant" with required training and is not granted an exception to training, the deficiency will be documented on the PES form.

B.   A list of employees who are "Non-Compliant" at the end of the PES period will be compiled by LTRC and reported to the DOTD Human Resources Section. Human Resources will advise the Appointing Authority on the appropriate disciplinary action in accordance with the Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules.

8.   PERSONNEL ACTIONS AND TRAINING

Employee training records will be reviewed for certain personnel actions. Some job titles only require an employee to be "In Compliance", and they may have more time to complete assigned training. Other job titles may also require specific training to be completed regardless of the due date. A few job titles may require specific training to be eligible for a personnel action to that job title. Refer to the appropriate appendices for additional information.

A.   Permanent Status:

(1)   Employee must have a training status of "In Compliance" to obtain permanent status.

(2)   Training in a Program section named "Fundamental Training" must be complete regardless of due date.

(3)   Refer to the appropriate appendices for any additional requirements.

B.   Reallocation within a Career Progression Group (CPG) or Promotion:

(1)   Employee must have a training status of "In Compliance".

(2)   All job specific training that is required for personnel actions must be complete. Refer to the appropriate appendices for the job for additional information.

C.   Demotion – Voluntary or Disciplinary:

        (1)   An employee must be "In Compliance" for Voluntary Demotions.

        (2)   After either type of demotion, the employee must have completed all training requirements for the job they were demoted to and be "In Compliance" before they are eligible for a future reallocation, promotion or transfer.

    D.   Detail to Special Duty:

        (1)   An employee must have a training status of "In Compliance" to be eligible for the detail.

        (2)   In the LMS, the employee will be automatically assigned to the training requirements of the detailed position. When the detail ends, the LMS will remove the detailed position's training requirements.

9.   TRAINING SUBSTITUTIONS

Requests to substitute successfully completed post-secondary education in lieu of required DOTD coursework may be submitted to LTRC. Approval will be on a case-by-case basis.

All training substitution requests must include:

    A.   Course title(s) for which the employee is requesting a substitution.

    B.   Course title(s) of completed coursework to substitute for the required training.

    C.   Documentation of completed coursework (i.e., official school transcripts, copies of completion certificates, etc.). For approval, grades must include "C" or better, "P" for pass, or "S" for satisfactory.

    D.   Specific course descriptions from a course syllabus or school catalog (i.e. online course descriptions are usually available on the school website).

10.   TRAINING REQUIREMENTS MODIFICATION

An Appointing Authority may make requests to LTRC for changes to training requirements. LTRC will review and consult with the appropriate Office Head for approval.

The LTRC will conduct periodic reviews of training requirements and consult with the appropriate Office Head for any recommended changes.

The Transportation Curriculum Council as per Secretary's Policy and Procedure Memorandum No. 47 serves in an advisory capacity for training and may recommend changes to training requirements.

11. CIVIL SERVICE SUPERVISORY TRAINING

Civil Service training requirements for employees in supervisory, managerial and administrative jobs are mandated in Civil Service Rules Chapter 25: Training and Workforce Development. Refer to Appendix H for more information. These requirements will affect an employee's overall training status. Failure to complete these training requirements may result in disciplinary action in accordance with Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules.

12. TRAINING REQUIRED BY STATE LAW OR DOTD POLICY

Employees must complete all statutorily required training courses assigned in the LMS. These courses will affect the overall training status of employees. Refer to Appendix G for more information. Failure to complete these training requirements may result in disciplinary action in accordance with Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules. A list of employees who fail to complete statutorily required annual courses by the end of the calendar year will be reported to the DOTD Human Resources Section. Human Resources will advise Appointing Authorities on appropriate disciplinary action in accordance with the Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules.

13. LOSS PREVENTION TRAINING

Employees must complete all training requirements assigned in the LMS as specified by the DOTD Loss Prevention Section. These requirements are established in accordance with guidance from the Louisiana Office of Risk Management and other regulatory agencies. These courses will affect the overall training status of employees. Refer to Appendix J for more information. Failure to complete these training requirements may result in disciplinary action in accordance with Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules.

Terrence J. Donahue, Jr.
Secretary

Attachments

APPENDIX A

<div align="center">LEADERSHIP DEVELOPMENT TRAINING PROGRAM</div>

1.   PURPOSE

This appendix establishes policy for the DOTD Leadership Development Training Program. Courses in the Leadership Programs provide for the formal development of administrative and managerial skills of current and future employees to meet the goals and vision of DOTD.

2.   PROGRAM IMPLEMENTATION

This Program was revised and renamed the DOTD Leadership Development Program in May 2022 with final implementation in May 2023. It replaced the DOTD Management Development Program implemented July 1, 2012, which replaced the original Leadership Structured Training Program implemented July 1, 2002.

NOTE: *At implementation of the new Leadership Program in 2023, employees who had credit for the old Management Development Program level for their job title were not assigned to the new Leadership Program level.*

3.   TRAINING PROGRAMS

The Leadership Development Training Program consists of four levels, each of which is a distinct Program in the LMS. A separate Program applies to advanced-level Technician jobs.   The DOTD Training Requirements Catalog lists job titles and the Program assigned.

   A.   DOTD Leadership Development

   Level 1 - Entry: non-supervisory; beginning level(s) in a job series;

   Level 2 - Staff: journeyman, advanced journeyman or team leader;

   Level 3 - Manager: first or second line supervisor;

   Level 4 - Administrator: Appointing Authority and/or budget authority as defined in DOTD Secretary's Policy and Procedure Memorandum No. 3

   B.   DOTD Leadership Development for Technicians
   There is one Program for advanced-level technicians (e.g., Engineering Technicians 5, DCL, and 7).

4.   CURRICULUM

All training included in these Programs consists of instructor-led courses provided by the Training and Technology Section and will be assigned through the LMS. It is the responsibility of the employee and their supervisor to ensure the assigned training is completed in the required timeframe.

5.   PROGRAM ASSIGNMENT AND DUE DATES

Employees who are required to have training for a DOTD Leadership Development Training Program Level will be subscribed to that Program Level with a due date as specified below. Employees use the LMS to monitor their subscriptions and course statuses and to register for or request courses.

A.   The Leadership Development Training Program Level required by job title is specified in the DOTD Training Requirements Catalog available on the DOTD intranet.

B.   Employees are assigned to the Program for their job title when:

(1)   Newly hired.

(2)   Personnel action results in a job title change.

(3)   A job title is added to the Leadership Development Training Program.

C.   Due dates for Programs:

(1)   Level 1 – Entry Program must be completed within one year of assignment.

(2)   All other Levels must be completed within three years of the assignment.

D.   Effect of personnel actions on assigned due dates:

(1)   If the new job title is in the same Program, the due date is not changed.

(2)   If the new job title is in a different Program:

a.   The old Program is removed if not complete.

b.   The new Program is assigned with a new due date.

6.   PERSONNEL ACTIONS AND TRAINING

A.   Permanent Status – Employees on probation who are assigned to a Leadership Development Training Program must complete the courses in the Program section named "Fundamentals" to be eligible for Permanent Status.

B.   Other Actions – Leadership Development Training Program assignments must be "In Compliance" for personnel actions to take place. As long as the courses are not past due, the Program does not have to be complete.

APPENDIX B
ENGINEERING TECHNICIANS' SPECIALIZED TRAINING PROGRAM

1.   PURPOSE

This appendix establishes policy for the technical training, supervisory skills training and certification requirements of DOTD Engineering Technicians. Guidance for Appointing Authorities to follow with the administration of this training is given.

2.   PROGRAM IMPLEMENTATION

The Program was initially implemented on October 1, 2002. On that date, all Engineering Technicians were "grandfathered" into their existing position and job title and not required to meet the new Program. To be eligible for a reallocation in a Career Progression Group or promotion, all STP requirements shall apply, even if a person is grandfathered.

Due dates assigned by the LMS may be accelerated as required in this appendix. Appendix E contains information regarding Specialty Areas, Authorizations, and Certifications previously contained in this appendix.

3.   TRAINING REQUIREMENTS

      A.   <u>Employees in Supervisory Job Titles</u>: Employees in job titles designated as "Supervisory" by State Civil Service (SCS) are required to complete all supervisory training as specified in Appendices G and H.

      B.   All Engineering Technicians (ETs) must complete the Program *DOTD PC Computer Program – Technicians* within 3 years from their original appointment in the ET job series.

      C.   All Engineering Technicians 5, DCL and 7 must complete the Program *DOTD Leadership Development Program – Technicians* within 3 years of assignment.

      D.   All Engineering Technicians will be assigned to a Specialized Training Program (STP) based on job title, work location, and job duties.

          (1)   All ETs will be assigned to an STP that requires completion of Standard Specifications, Highway Plan Reading and either the first Construction or Design Math.

          (2)   More than one STP may be assigned to an individual ET.

          (3)   ET assignments in District Construction Inspection, District Laboratory and District Training will require Specialty Areas to be assigned

individually and may require Authorizations or Certifications. These items are explained in detail in Appendix E.

(4)   The STP due date is determined based on the date of the personnel action that initially assigns the employee to the Program. Due dates may be set for each section in a Program and for the entire Program.

(5)   In addition to the Fundamentals section that is always due in 1 year, ETs must complete the other Program sections in the time period shown below. The schedule is accelerated if the employee was first employed in an ET job title above ET 1. Failure to complete required training on this schedule may result in demotion to the job title of the highest level of training completed in accordance with Secretary's Policy and Procedure Memorandum No. 26 and Chapter 12 of the Civil Service Rules.

Job Title at Employment	Program-Section	Due Date
Engineering Technician 1	ET 1	2 years
Engineering Technician 2	ET 1	2 years
	ET 2	3 years
Engineering Technician 3	ET 1	1 year
	ET 2	2 years
	ET 3 & To Advance to ET 3	3 years
Engineering Technician 4	ET 1	1 year
	ET 2	1 year
	ET 3 & To Advance to ET 3	2 years
	ET 4 & To Advance to ET 4	3 years
Engineering Technician 5 and above	ET 1	1 year
	ET 2	1 year
	ET 3 & To Advance to ET 3	2 years
	ET 4 & To Advance to ET 4	3 years
	ET 5 & To Advance to ET 5	4 years

E.   Courses that expire must be repeated or a refresher course automatically assigned by the LMS must be taken to remain "In Compliance".

4.   PERSONNEL ACTIONS AND TRAINING

This policy does not restrict the movement of an Engineering Technician from one District or Section to another District or Section. An employee must be "In Compliance" with all required training to be eligible for any personnel action except for a disciplinary demotion. Other requirements below will also apply. Manual checks will be required in cases where Specialty Areas or Certifications are required. See Appendix E.

A.   Eligibility for Permanent Status:
     Employees must have completed the sections in their STP as indicated below to be eligible for Permanent Status, regardless of the due dates assigned in the LMS.

Job Title at Employment in Probation Status	Program – Sections Required		
	Fundamentals	ET 1	ET 2
Engineering Technician 1	for perm status		
Engineering Technician 2	for perm status		
Engineering Technician 3	for perm status	for perm status	
Engineering Technician 4	for perm status	for perm status	for perm status
Engineering Technician 5 and above	for perm status	for perm status	for perm status

B.   Promotions and Reallocations in a Career Progression Group (CPG):
     To be eligible for a promotion or reallocation in a CPG, the employee must be "In Compliance". In addition, the District Training Coordinator or HQ Section Training Liaison must verify an employee's compliance with the items below.

     (1)   To promote into or reallocate to a job title assigned to the same STP:

           (a)   Training up to and including that of their current job title in the STP must be complete, even if due dates indicate that the employee has more time to complete their required training.

           (b)   Training listed as "to advance" to the new job title must be complete to be considered eligible for promotion or reallocation in the CPG to that level. This information is available in the LMS or in the DOTD Training Requirements Catalog.

           (c)   The required due dates for the same STP will not be changed by the LMS. If another STP is assigned, the LMS will assign the new STP and due dates will be based on the personnel action date.

     (2)   Promoting or reallocating into a position with a different STP assignment:

(a)   Training up to and including that of their current job title in the STP should be complete, even if due dates indicate that the employee has more time to complete their required training. Exceptions may be made if the incomplete training is not required or is required at a higher level in the new STP.

(b)   The LMS will assign the new STP with the due date based on the personnel action date. If the new job title is higher than an ET1, the due date should be accelerated based on the chart in 3.C (5) above. If incomplete, the previous STP will be removed.

C.   Lateral Transfers:

(1)   To transfer to a job title assigned to the same STP:

(a)   The due date of the STP will remain the same.

(2)   To transfer into a job title with a different STP:

(a)   The LMS will assign the new STP with the due date based on the personnel action date. If the new job title is higher than an ET1, the due date should be accelerated based on the chart in 3.C (5) above. If incomplete, the previous STP will be removed.

D.   Voluntary Demotions:

(1)   If currently in the Engineering Technician job series:

(a)   Any "grandfather" status is forfeited.

(b)   The employee will be required to meet all training in the STP up to and including the new job title within two years of the demotion.

(c)   The employee must complete all required training for the new job title, regardless of due date, to be eligible for promotion or reallocation in a CPG.

(2)   If not currently employed in the Engineering Technician job series:

(a)   The employee may enter the series in probationary status and will be required to complete training on the same schedule as a new hire.

OR

> (b)   To retain permanent status, the employee must successfully complete the following courses prior to the personnel action:

> *DOTD STP Standard Specifications - Self-Study*
>
> *AND*
>
> *DOTD STP Math Construction Part 1 - Self-Study*
>
> *OR*
>
> *DOTD STP Math Loc/Design Basic Math - Self-Study*

5.   ADDITIONAL INFORMATION

Training information for specific job titles and work locations is available in the LMS or in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

APPENDIX C
MAINTENANCE PERSONNEL SPECIALIZED TRAINING PROGRAM

1.   PURPOSE

This appendix establishes policy for the mandatory technical, supervisory skills training, and certification requirements for DOTD maintenance employees.

2.   PROGRAM IMPLEMENTATION

This Program was initially implemented on March 1, 1994.   Employees in all jobs classified as maintenance were required to complete their assigned training. Significant revisions, including ATSSA certifications for District Sign Specialists were implemented in July 2015.

3.   TRAINING REQUIREMENTS

A.   <u>Employees in Supervisory Job Titles</u>: Employees in job titles designated as "Supervisory" by State Civil Service (SCS) are required to complete all supervisory training as specified in Appendices G and H.

B.   <u>Specialized Training Programs</u>: Maintenance personnel STPs and due dates are assigned in the LMS. The section of the training Program identified as "Safety" is required 90 days from assignment to the STP. Supervisors may require earlier dates for some or all training.

C.   <u>Equipment Operator Certification Program (EOCP)</u>: The supervisor shall designate the equipment the employee must be trained on. Supervisors must ensure employees have received training required for the equipment before operating it.

D.   Courses that expire must be repeated or the assigned refresher course taken to maintain "In Compliance" status.

E.   Additional training that is uniquely required for an employee's job tile or job assignments may also be assigned.

F.   Training information for specific job titles is available in the DOTD Training Requirements Catalog. These training requirements are automatically assigned to employees in the LMS.

4.   PERSONNEL ACTIONS AND TRAINING

Employees must have an overall status of "In Compliance" to be eligible for personnel actions.

APPENDIX D
ENGINEER INTERN SPECIALIZED TRAINING PROGRAM

1.   PURPOSE

This appendix establishes policy for the training requirements assigned to DOTD Engineer Intern (EI) job titles and specifies procedures Appointing Authorities will follow in the administration of this Program.

2.   PROGRAM IMPLEMENTATION

This Program was initially implemented on March 1, 2004. Engineer Interns hired before this date were not required to complete this Program.

3.   PROCEDURES

Appointing Authorities will advise new EIs regarding training requirements and penalties for "Non-Compliant" status. EIs in probationary status are to be advised they are not eligible for permanent status until the required training requirements are successfully completed.

4.   TRAINING REQUIREMENTS

    A.   <u>EIs are automatically assigned to the following two Programs in the LMS. The due date for both Programs is twelve months from their original appointment in the EI job series.</u> Training information for these Programs is available in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

        (1)   *DOTD Program - Engineer Interns*

        (2)   *DOTD Leadership Development Program Level 1 – Entry*

    B.   EIs hired on a job appointment must also complete the two assigned Programs.

5.   PERSONNEL ACTIONS AND TRAINING

An EI is not eligible for permanent status until the required training Programs are completed. EIs must be "In Compliance" with all assigned training to be eligible for certain personnel actions.

APPENDIX E
SPECIALTY AREAS, AUTHORIZATIONS AND CERTIFICATIONS

1.   PURPOSE

This appendix establishes policy for the Specialty Areas, Authorizations, and Certifications required for Engineering Technicians (ETs) in District Construction Units, District Laboratories, and District Training Offices. The purpose of this Appendix is to define these items and the relationship to the job titles that require them.

2.   APPENDIX IMPLEMENTATION

The Engineering Technician Program was implemented on October 1, 2002, and the requirements for this Program are explained in Appendix B. This Appendix, established in the November 2023 revision of PPM 59, identifies all Specialty Areas, Authorizations and Certifications and the methodologies of how they are assigned to job titles in specific units.

3.   TRAINING PROGRAMS, CURRICULA AND ITEMS

Training requirements for the items below are defined in the LMS and detailed in the DOTD Training Requirements Catalog posted on the DOTD Intranet. STPs may specify the requirement for "Specialty Areas" and "Certifications", but the specific ones required will be assigned on an individual basis by the supervisor.

    A.   SPECIALTY AREAS
            Specialty Areas are Programs comprised of specific courses and a specialty area exam. Once an employee successfully completes one of these Programs, LTRC will award credit in the LMS for an item that begins with *DOTD-AREA...*

            If the Specialty Area was completed previously, credit was given for the *DOTD-AREA...,* but the person will not have a Program assignment and completion in the LMS.

            (1)   *DOTD-AREA Embankment and Base Course*

            (2)   *DOTD-AREA HMA Paving*

            (3)   *DOTD-AREA HMA Plant Technician*

            (4)   *DOTD-AREA HMA Plant Inspection*

            (5)   *DOTD-AREA PCC Paving*

            (6)   *DOTD-AREA PCC Plant*

            (7)   *DOTD-AREA Structural Concrete*

B. AUTHORIZATIONS

Authorizations require successful completion of specific courses and a performance evaluation to receive credit. Authorizations do not expire.

    (1)   *DOTD-AUTH Aggregate Tester*

    (2)   *DOTD-AUTH District Lab Operations*

    (3)   *DOTD-AUTH HMA Plant Technician*

    (4)   *DOTD-AUTH Nuclear Density*

    (5)   *DOTD-AUTH PCC Field Tester*

C. CERTIFICATIONS

A specialty area, field experience and a successful performance evaluation are required to obtain a certification. Certifications are valid for five years, and employees who successfully complete certifications are placed in an LMS curriculum to ensure the certification renewal process is an element of their training requirements.

    (1)   *DOTD-CERT Embankment and Base Course - expires 5 years*

    (2)   *DOTD-CERT HMA Paving - expires 5 years*

    (3)   *DOTD-CERT HMA Plant - expires 5 years*

    (4)   *DOTD-CERT PCC Paving – expires 5 years*

    (5)   *DOTD-CERT PCC Plant - expires 5 years*

    (6)   *DOTD-CERT Structural Concrete - expires 5 years*

4. TRAINING REQUIREMENTS

Policies, training requirements and timelines that govern Construction Specialty Areas, Authorizations and Certifications are established by the DOTD Construction and Certification Committee. The DOTD Administrative Manual for Inspector/Technician Training and Certification is available on the LTRC Intranet page and provides specific information for this training Program. Additional training information for specific job titles is available in the LMS or in the DOTD Training Requirements Catalog.

5. PROCEDURES

    (1)   LMS credit for courses with titles that begin with any of the following will be entered by LTRC staff only:

        A.   DOTD STX...

    B. DOTD-AREA...

    C. DOTD-AUTH...

    D. DOTD-CERT...

  (2) If new training standards are required for any item in Section 3 of this Appendix, an employee who has already completed a Specialty Area, Authorization, or Certification may be required to complete the new training to meet current requirements. If the employee fails to complete the new training standards by the date required, the credit for the Specialty Area, Authorization or Certification credit may be revoked.

  (3) Before personnel actions can take place, employees must successfully complete the designated number of specialty areas and certifications required for eligibility to advance in the job series. Employees who transfer from an STP that does not require specialty areas or certifications to a STP that does will be assigned due dates for specialty areas and certifications as if they are a new hire.

  (4) The order for specialty area training assignments is made at the discretion of the supervisor, and the supervisor may approve training for more than one specialty area at a time.

  (5) When requested by the supervisor, the District Training Coordinator or LTRC Staff will subscribe an employee to the appropriate Program for the specialty area.

  (6) Credit for the DOTD-AREA... is required before the employee is eligible to pursue the requirements to obtain a certification in that area.

  (7) Employees must maintain all valid certifications required by their job title and STP to remain "In Compliance". Certifications expire at five years and are renewed by successfully completing a recertification exam. Certifications are revoked if an employee fails to complete additional required training in the time allocated or if an employee violates DOTD policy.

  (8) If an employee is not required to maintain a valid certification, the curriculum for that certification will be removed from their training requirements in the LMS.

6. PERSONNEL ACTIONS AND TRAINING

A manual check must be made for specific Specialty Areas and Certifications to determine if an employee is eligible for a personnel action.

APPENDIX F
ADMINISTRATIVE COORDINATOR AND ASSISTANT TRAINING

1.   PURPOSE

This appendix establishes policy for the training requirements assigned to employees who are in the job titles of Administrative Coordinator or Administrative Assistant.

2.   PROGRAM IMPLEMENTATION

The Program was initially implemented on October 15, 2015. Administrative Assistant 6 positions were not assigned to the STP but were required to complete PC training. Incumbents in all other classifications were given three years from the date of implementation of the Program to meet the training requirements at and below the level of their current job title. No grandfathering was allowed.

3.   TRAINING REQUIREMENTS

Information for courses required in the Programs are specified in the LMS and are available in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

    A.   Specialized Training Program: Based on the job title and job location, the LMS will automatically assign employees to one of the specialized Programs below. The assigned Program is to be completed within three years of first assignment.

        (1)   *DOTD Program - Admin Assistants and HQ Admin Coordinators*

        (2)   *DOTD Program - Admin Coordinators in Districts and Operations Sections*

    B.   PC Computer Training Program is required of all Administrative Assistants and Coordinators within three years from their original appointment in the job series.

        (1)   *DOTD PC Computer Program - Admin Coordinators/Admin Assistants*

4.   PERSONNEL ACTIONS AND TRAINING

Employees must be "In Compliance" to be eligible for personnel actions. Completion of the training Programs prior to the personnel action is not required provided that the employee's status is "In Compliance".

APPENDIX G
DOTD HUMAN RESOURCES (HR) TRAINING

1.   PURPOSE

This appendix establishes policy for mandatory training assigned to all employees by DOTD Section 16 (Human Resources) and DOTD Section 37 (Compliance Programs). It will also reference any courses that are statutorily mandated.

2. HUMAN RESOURCES TRAINING REQUIRED BY STATE OR FEDERAL LAW

Courses must be taken within the first 90 days of employment or assignment to a supervisory title. If the course expires as indicated in the course title, it must be retaken on or before its expiration to maintain "In Compliance" status. Supervisors are required to take both the Employee and the Supervisor versions of the courses. The Ethics course must be taken during the calendar year in its title.

A.   *DOTD HR Workplace Violence All Employees – Expires 3 years*

B.   *DOTD HR Workplace Violence Supervisors – Expires 3 years*

C.   *DOTD HR Substance Abuse All Employees – Expires 3 years*

D.   *DOTD HR Substance Abuse Supervisors – Expires 3 years*

E.   *DOTD HR Cybersecurity Awareness*

F.   *DOTD yyyy Ethics – La Board of Ethics* (Required each calendar year)

3.   COMPLIANCE PROGRAMS TRAINING REQUIRED BY STATE OR FEDERAL LAW

Employees must complete the current year (yyyy) version of each course within that year. Supervisors are required to take both the Employee and Supervisor versions of the courses.

A.   *DOTD yyyy Preventing Sexual Harassment for All Employees* (Required each calendar year)

B.   *DOTD yyyy Preventing Sexual Harassment – Supervisors* (Required each calendar year)

C.   *DOTD HR EEO yyyy-yy Biennial Meeting* (New version every two years.) Current employees must complete this course within the first six months of the year it is made available. New employees must complete this course within 30 days of employment.

4.   HUMAN RESOURCES TRAINING REQUIRED BY DOTD POLICY

The following courses are required as specified in the referenced Secretary's Policy and Procedure Memoranda (PPMs).

   A.   DOTD HR *Orientation for New Employees (PPM 22)*

   B.   DOTD HR *New Supervisor Orientation (PPM 22)*

   C.   DOTD HR *Selecting the Best (PPM 33)*

   D.   *DOTD HR Interview Panel Member Training (PPM 33)*

5.   COURSE ASSIGNMENTS AND COMPLIANCE

Required courses are automatically assigned to employees in the LMS. Employees must complete the training by the due date and repeat courses as they expire to maintain "In Compliance" status. Supervisors are responsible for ensuring that employees complete all required training.

6.   NON-MANDATORY HR TRAINING COURSES

The Headquarters Human Resources Section (HQ HR) may offer optional courses on an as-needed basis for the professional development of supervisory and non-supervisory personnel. The HQ HR Section will publicize these courses on the HR Training tab of the DOTD Intranet HR homepage and by other electronic means. Employees take web-based courses or register for instructor-led courses using the LMS. Requests for additional courses should be made to the DOTD HQ HR Training Specialist.

7.   ADDITIONAL INFORMATION

Courses required by federal or state law will also be listed in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

Any questions regarding the Human Resources training requirements should be directed to the Human Resources Training Specialist. Questions regarding Compliance Programs training may be directed to the Compliance Programs Section.

APPENDIX H
CIVIL SERVICE SUPERVISORY TRAINING

1.   PURPOSE

As specified in Civil Service Rules Chapter 25, the Department of State Civil Service (SCS) shall develop and conduct continuing Programs of in-service training and education through the Comprehensive Public Training Program (CPTP). SCS has designated mandatory training for employees who occupy designated supervisory, managerial, or administrative jobs.

2.   PROGRAM IMPLEMENTATION

Upon implementation of the DOTD Management Development Program on July 1, 2012, DOTD began using the Civil Service Supervisory Training Requirements. Civil Service significantly revised their Program in January 2015, and employees who did not meet the requirements prior to July 2015 were required to meet the new requirements. The implementation of the new LMS in January 2023 required these Programs to be restructured. Employees who completed previous Programs were not required to take the new Programs.

3.   TRAINING REQUIREMENTS

Supervisors will automatically be assigned in the LMS to the Supervisory Group Program specified for their job title. It is the employee's responsibility to successfully complete required web-based training as well as to schedule and complete instructor-led capstone courses by the assigned due dates. The status of these Programs will impact the overall DOTD Training Status.

Web-based training in a Program should be taken as soon as possible because it must be completed before the associated instructor-led Capstone course can be scheduled. Due to limited availability, if the employee cannot attend a scheduled Capstone course, it should be cancelled at least five working days prior to the class date to allow for another person to fill the seat.

SCS has identified three Supervisory Groups. The list of jobs in each supervisory group may be viewed on the Civil Service website. Course requirements are identified in the LMS and are also contained in the DOTD Training Requirements Catalog posted on the DOTD Intranet.

   A. Supervisory Group Training:

      1. GROUP 1 – *SCS CPTP Group 1 Supervisory Program*

         (a) Core Supervisory sections – web-based courses plus an instructor-led CORE Capstone course is to be completed in six months from assignment based on the personnel action date.

         (b) Group 1 sections – web-based courses plus an instructor-led Group 1 Capstone course to be completed in two years from assignment.

2. GROUP 2 – *SCS CPTP Group 2 Supervisory Program*

    (a) Group 1 part (a) as above.

    (b) Group 1 part (b) as above.

    (c) Group 2 sections - web-based courses plus an instructor-led Group 2 Capstone course. The Group 2 Program has a three year due date.

3. GROUP 3 - *SCS CPTP Supervisory Online Core* is an all web-based Program to be taken by anyone who did not complete Group 1 or 2.

B. *SCS CPTP PES Supervisory Training Program* – Classified employees are required to complete this training Program within 90 days of a personnel action to a job title assigned to a supervisory group.

C. *SCS CPTP Continuing Education yyyy* - Continuing education is assigned to supervisors whose job is in CPTP Supervisory Groups 1 or 2 and becomes required each fiscal year following the job title's Group Program completion (e.g., For fiscal year 2023-24, yyyy will be 2024).

1. If required for the employee, it will be assigned in the LMS with a due date at the end of the fiscal year.

2. At the beginning of each fiscal year, CPTP will publish a list of courses that qualify for continuing education that fiscal year. Completing one of those courses during the fiscal year will satisfy the continuing education requirement for that year. Employees who do not complete the continuing education requirement during the fiscal year will be considered "Non-Compliant" on their training status for PES.

3. PERSONNEL ACTIONS

Supervisors must be "In Compliance" to be eligible for certain personnel actions. The required training does not have to be complete as long as it is not past due. Employees appointed to a "detail" that is a supervisory job will be assigned the relevant training.

APPENDIX I
WEIGHTS AND ENFORCEMENT TRAINING

1.   PURPOSE

This appendix establishes the training required of employees in the Weight and Enforcement job titles at DOTD. Weights and Enforcement personnel were established at DOTD effective July 1, 2022.

2.   TRAINING REQUIREMENTS

Refer to DOTD Police General Order #320 for training requirements.

APPENDIX J
LOSS PREVENTION TRAINING

1.   PURPOSE

This appendix establishes policy for the training required by and monitored by DOTD Loss Prevention (Section 50). Loss Prevention (LP) courses may be required by federal or state regulatory agencies, the Louisiana Office of Risk Management or by DOTD.

2.   GENERAL TRAINING REQUIREMENTS

Courses may be required of all employees or assigned based on job code, job location or job duties. New employees are expected to complete the required training within 30 days of employment. Assignment to required courses will be made in the LMS. If the course title indicates the course expires, it must be repeated or a refresher taken so that a current record always exists. Missing or expired courses will result in an employee being "Non-Compliant".

3.   COURSES REQUIRED OF ALL EMPLOYEES

Except for the initial period of thirty days following employment, an employee must always have a valid training record for the courses below and retake before expiration to remain "In Compliance".

   A.   *DOTD LP Bloodborne Pathogens WBT - Expires 5 years*

   B.   *DOTD LP Defensive Driving WBT - Expires 3 years*
            Note: For employees who cannot drive or cannot drive state vehicles, a wavier credit for the course may be given with a comment that the employee does not drive.

   C.   *DOTD LP Hazardous Materials...* a "Full" version or an abbreviated "Labels-Symbols" version is required of all employees. The version required is based on job code or job location and is assigned in the LMS. Some employees will be required to take an annual refresher course.

4.   COURSES REQUIRED BASED ON JOB CODE OR LOCATION

Loss Prevention will require other LP courses based on job title or job location. Assignments to employees will be made in the LMS and will affect the employee's overall training status. The DOTD Training Requirements Catalog posted on the DOTD Intranet will provide more information on these requirements.

APPENDIX K
EMERGENCY OPERATIONS TRAINING

1.   PURPOSE

This appendix specifies the training required for employees participating in emergency operations. All questions regarding training and operational requirements should be directed to the DOTD Emergency Operations personnel in Section 55.

2.   EMERGENCY OPERATIONS TRAINING

The Department of Homeland Security/Federal Emergency Management Agency's (DHS/FEMA) National Incident Management System (NIMS) training provides personnel with the knowledge, skills, and abilities needed to perform key tasks required during natural or man-made disasters. Certain positions within DOTD are required to respond in emergency situations   Employees must complete the training required of their position. This training must be completed before employees will be allowed to work in an emergency situation.