



Directly responsible to the Deputy Director – Engineering.

PROGRAM AND FUNDING MANAGEMENT

Directly responsible to the Program Management Engineer.

The Program and Funding Management Section is responsible for:

Developing and managing the one- and six-year highway construction program with the advice of the District Engineers and Highway Commission.

Creating and maintaining the annual Statewide Transportation Improvement Program (STIP) including the Guidance Manual.

Performing a coordinated process with the Deputy Director - Engineering to develop a balanced construction program within the funds projections from the Controller Division. This also includes projects such as Urban, Rural, Safety, Enhancement, etc.

Directing and accomplishing all programming functions necessary to program and fund federal-aid projects with the Federal Highway Administration.

Directing and preparing, publication and distribution of approved programs or projects, monitoring and reporting their accomplishments, and recommending necessary corrective actions.

Coordination with Controller Division for PFS system development.

Program/Project Management system maintenance.

Project record closeout per the Record Retention policy.

Federal obligations for State Highway and Local projects.

Development of the Program Management Manual and Program Management workshops.

Establishment of, reviewing and revising standard project activity schedules and standard time allowances.

PROGRAM AND SYSTEM MANAGEMENT

Directly responsible to the Program Management Engineer.

The Program and System Management Section is responsible for:

Developing and maintaining the Project Management system and Automated DR73 systems.

Coordinating the record retention process.

Developing and maintaining the Divisional QA/QC processes.

Coordinating the Divisional Employee Recognition program.

Coordinating the Divisional NDOR Campaigns (Food Bank/Charitable Giving).

Coordinating the Divisional Project Management Standards/practices.

Developing the Program Management Manual and Program Management workshops.

PROGRAM AND PROJECT DELIVERY

Directly responsible to the Program Management Engineer.

The Program and Project Delivery Section is responsible for:

Implementing and maintaining the scope and estimate change management process.

Coordinating the project delivery process.

Lead the development and maintenance of the Program Management Manual.

Developing Program Management workshops.

Delivery and management of the Bridge Restoration, HSIP, Interstate, Bridge and Safety and ITS Programs.

Reporting Corporate Performance Measures.