

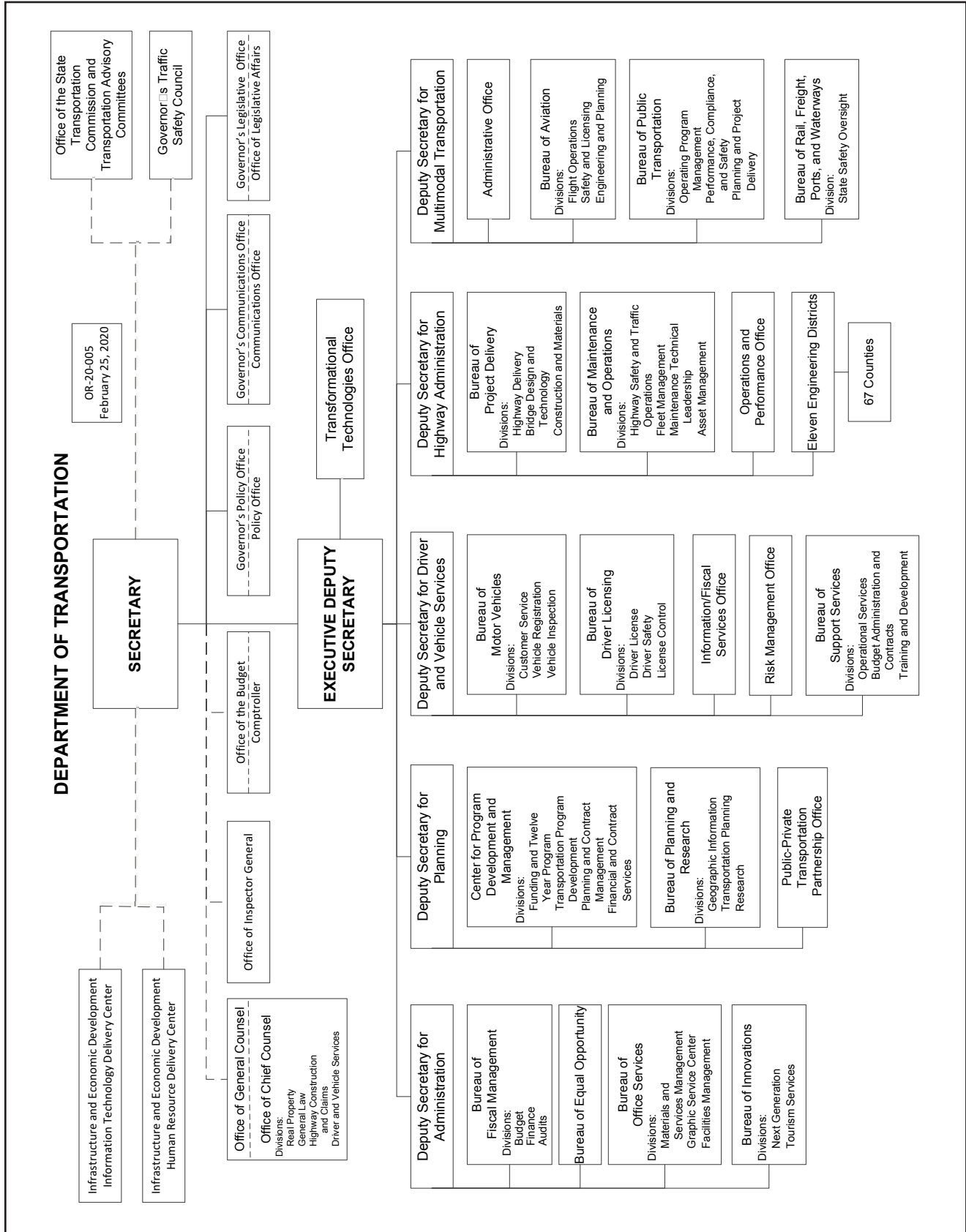
CHAPTER 1

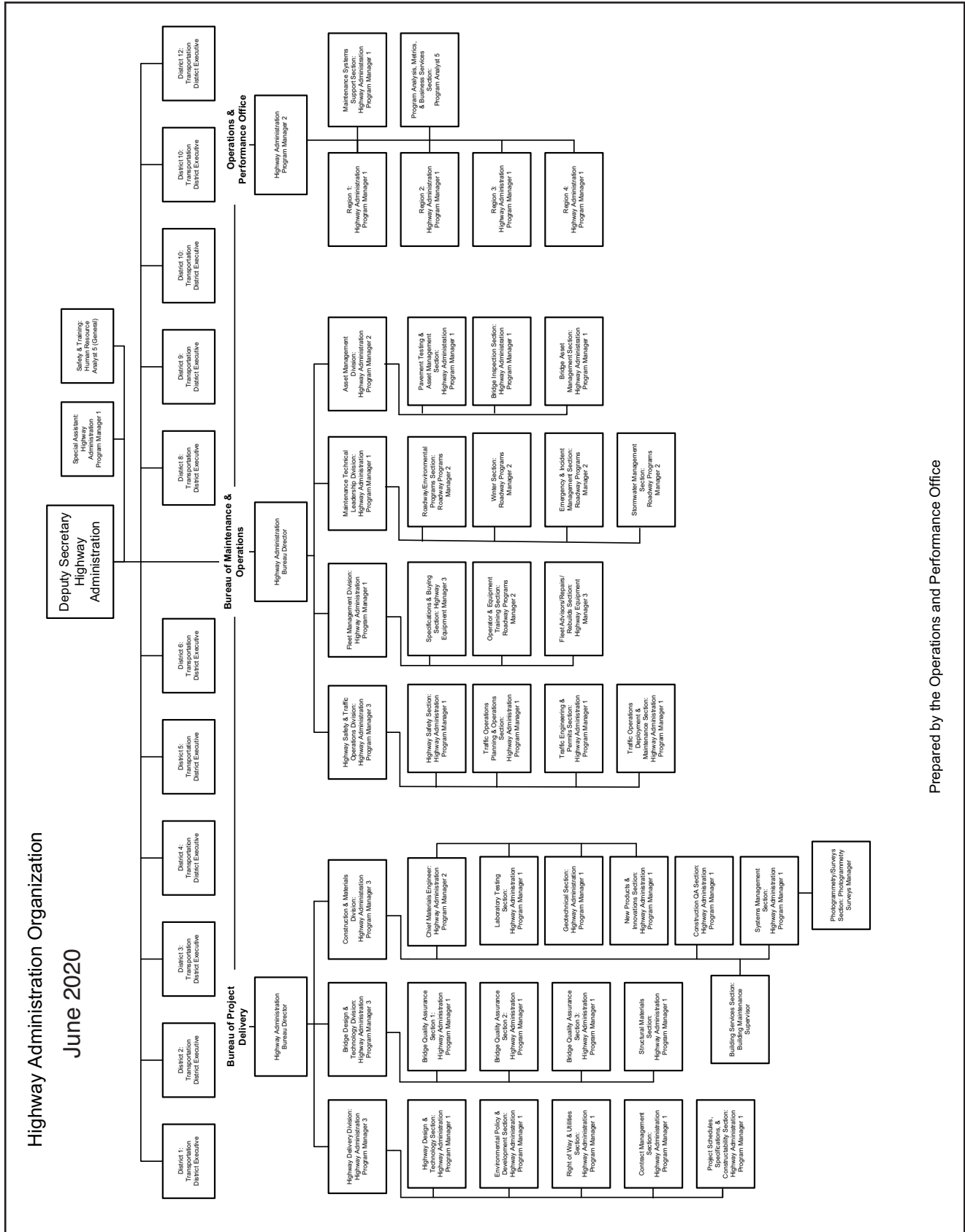
ORGANIZATIONAL STRUCTURE

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1.1 ORGANIZATIONAL RESPONSIBILITIES

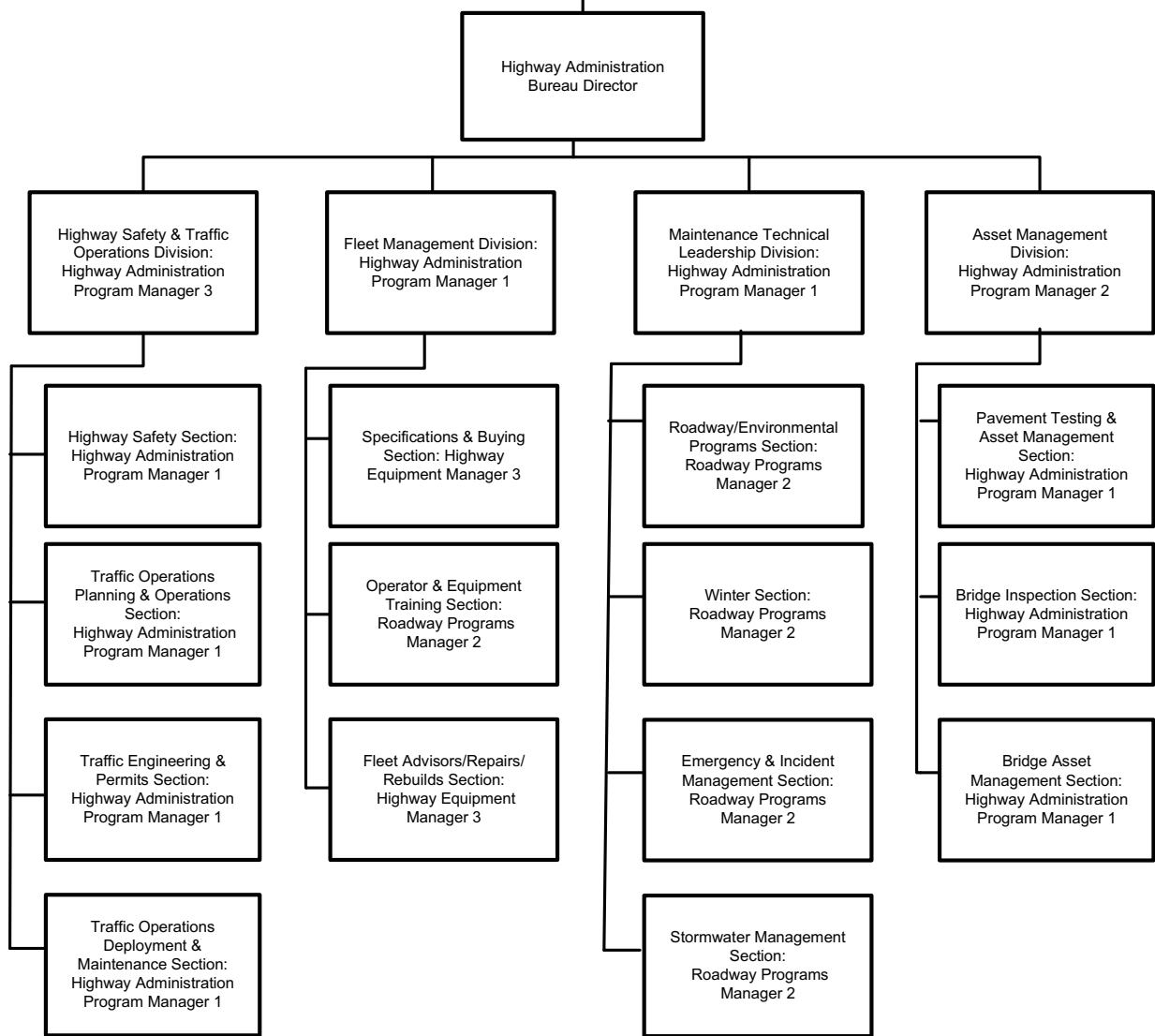




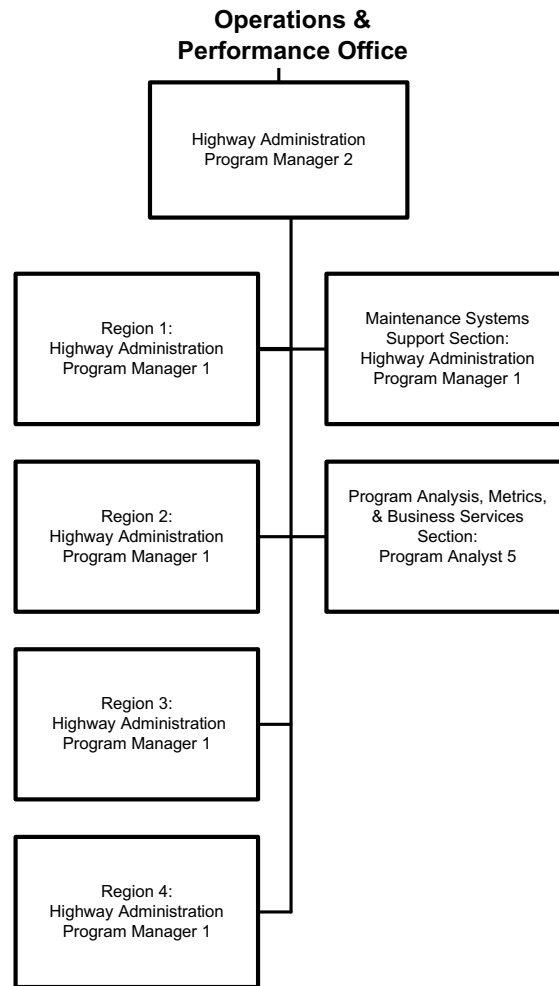
Prepared by the Operations and Performance Office

(Enlargement)

Bureau of Maintenance & Operations



(Enlargement)



1.2 BUREAU OF MAINTENANCE OPERATIONS

OFFICE OF THE BOMO DIRECTOR - 4901

- Customer Care Center (CCC)
- Respond to customer complaints and inquiries
- Provide support, service and leadership to the four (4) BOMO Divisions, Engineering Districts, and County Maintenance Offices

FLEET MANAGEMENT DIVISION - 4910

- Equipment Management
- Component Re-Manufacturing
- Equipment Quality Assurance
- Equipment Administration
- Central Office Fleet
- Mechanic and Operator Technical Support
- Mechanic and Operator Technical Training
- Administrative Support
- New Equipment Processing
- Specification and Buying Section
- Automated Fuel Systems
- Equipment Preventative Maintenance
- Fleet Accident Report Processing
- Retail Fuel Credit Card Support
- Central Storeroom for Equipment Parts and Highway Maintenance Hand Tools
- Two-way Communications Program
- AVL System Support
- Operator Training Sites
- Plant Maintenance Support
- Maintenance and Management Strategies/Policies

MAINTENANCE TECHNICAL LEADERSHIP DIVISION - 4930

- Policy, Criteria, and Resource Development
- Emergency Management
- Underground and Aboveground Storage Tanks Programs
- Stockpile Management
- Roadside Vegetation Management and Research
- Response to Public Inquiries & Complaints
- Rented Equipment Program
- Municipal Agreement Program
- Winter Services Program
- Environmental Management
- Disaster Recovery
- Stormwater Program
- MS4 Program

HIGHWAY SAFETY AND TRAFFIC OPERATIONS DIVISION - 4940

- Traffic Engineering Studies and Policy
- Special Hauling Permits including Superload Permits
- Automated Permit Routed and Analysis System (APRAS)
- Central Permit Office
- Highway Occupancy Permits (HOP)
- Sign Standards and Specifications, Sign Shop, Pavement Markings, and Delineation
- Green-light Go Program
- Automated Red Light Enforcement Program
- Electronically Powered Traffic Control Device Approvals
- Administration of the ITS Program, and 511PA
- DMS Operating Guidelines
- Video-sharing
- TMC/RTMC Operations
- Connected Vehicles
- RCRS Program
- Behavioral Traffic Safety Programs
- Policy Development for Highway Safety Infrastructure Improvements
- Responsible for Management and Dissemination of Crash Data
- Work Zones

ASSET MANAGEMENT DIVISION - 4950

- Asset Management Planning and Policy Development
- RMS Administration
- RMS Security and Reporting
- STAMPP Program Management
- Maintenance Allocation Management Responsibilities
- Pavement Asset Management
- Pavement Evaluation and Testing
- Location Referencing System (LRS) Management and QA/QC Programs
- Videologging Management and Library
- Pavement policies, specifications, design and project guidance
- Guidance and policy for highways affected by Marcellus exploration
- Inspection and management of state-owned and locally owned bridges
- BMS2 Administration and Reporting
- Bridge Problem Reports and Communication
- Bridge Asset Management
- Local Bridge Project Bundling Management
- Tunnel Asset Management and Inspection Programs
- Sign Structure Inventory and Inspection Programs
- Retaining/Noise Wall Inventory and Inspection Programs
- Posted and Bonded Road Program

1.3 HIGHWAY ADMINISTRATION

OPERATIONS AND PERFORMANCE SECTION

- Manages the County Accreditation Program
- Effectively communicate and collaborate with the maintenance community and all business partners
- Develop policies and procedures that are applicable to real world issues and provides value
 - Decisions driven by data and input from District Offices, County Maintenance Organizations, and PennDOT Business Partners
- Identify and communicate innovative solutions that enhance:
 - Safety
 - Productivity
 - Quality
 - Operational awareness
 - Best Management Practices

1.4 BOMO DIRECTOR'S OFFICE - 4901

FOUNDATION

Build relationships between BOMO Staff and the District and County Maintenance Organizations to advance maintenance, operations, and safety.

- Strive to provide the highest level of Support, Service, and Leadership
- Continually seek to develop relationships with all Bureaus and Divisions within the Department, other agencies, and all internal and external partners to advance the maintenance community

STRATEGY

- Effectively communicate and collaborate with the maintenance community and all partners to ensure efficient use of all available resources
- Ensure decisions are data driven and input from the field is used for validation
- Ensure timely follow-up on the effectiveness of new policies and procedures
- Embrace and deploy new technology in an organized manner to improve efficiencies
- Identify and communicate innovative solutions that enhance safety, productivity, quality, operational awareness, and lead to Best Management Practices

RELATIONSHIPS WITH DISTRICTS AND COUNTY MAINTENANCE ORGANIZATIONS

- Promote a safe transportation system and work environment
- Support Safety Culture Plans aimed at reducing Personal Injuries and Fleet Accidents
- Support proven technologies that lower highway fatalities and major accidents
- Establish and provide oversight to maintain situational awareness of County operations

DETERMINE THE FUTURE OF MAINTENANCE

- Respect the differences among the District and County Maintenance Organizations while seeking commonality for improvements and efficiencies
- Assess trends in Statewide and County Maintenance budgets and constraints and provide recommendations for funding levels necessary to maintain cyclical core maintenance activities
- Expand resource sharing and operational planning among Districts and Counties

- Identify core maintenance and cyclical activities, and continuously optimize the equipment fleet accordingly
- Develop measures that drive operational decisions and efficient performance
- Provide training focused on core activities and operations, systems, and utilization of available data

EMBRACE THE USE OF NEW TECHNOLOGIES

- Utilize current data systems to their fullest potential
- Expand mobile technology opportunities

UNDERSTANDING OUR ASSETS

- Manage data collection and asset assessments efficiently
- Utilize new technologies to evaluate existing asset data
- Assess asset trends and develop policies to manage them holistically and cost effectively

1.5 FLEET MANAGEMENT DIVISION - 4910

OPERATOR AND EQUIPMENT TRAINING SECTION

- Responsible for the Automated Fuel Control Systems (AFCS)
- Operates Central Purchasing and Warehouse Operations for Equipment Components and Highway Maintenance Hand Tools
- Administers the Mechanic and Operator Training and Core Equipment Training and Certification Programs
- Manages research and development of new products systems, tools and other equipment related products or concepts
- Responsible for contract management, purchasing and invoice processing for the Fleet Management Division Programs, Equipment Funds: 124 New Equipment & 844 Warehouse
- Maintain files for Fleet Vehicle Accident Reports
- Instructor Development Program
- Responsible for providing updates to Publication 177 and 235 to the Bureau of Office Services (BOS)
- Responsible for the WEX Retail Fuel Card Process

FLEET/ADVISORS/REPAIRS/REBUILD SECTION

- Responsible for the equipment related subsystem of SAP Plant Maintenance
- Develops policies and procedures for the maintenance and operation of the Department's Fleet
- Provide management assistance in the repair of Department-owned equipment
- Manages and operates the Central Office Equipment Fleet Program
- Responsible for the Fleet Management Division's 813 Program
- Garage and shop tool inventory systems
- Establishes repair standards
- Responsible for the maintenance of the building and grounds at the Fleet Management Division and Training Centers
- Establishes and monitors the Equipment Preventative Maintenance Program through the Quality Assurance Program
- Manage the Department's Engine, Transmission, Hydraulic and Electrical Rehabilitation Program

- Develop Equipment Rehabilitation Program
- Coordinates the removal of old equipment from the fleet
- Assists the Counties with garage and shop tools
- Approves 838s
- Purchases new and remanufactured engines for the field
- Prepares and Distributes Information and Technical Bulletins to alert the Districts/Counties to new ideas and procedures
- Manages the Diesel Particulate Filter (DPF) Program
- Administers Statewide Catastrophic Truck Loss Program

SPECIFICATION AND BUYING SECTION

- Prepare specifications for all Capital Equipment used for roadway maintenance
- Inspects new equipment to ensure compliance with purchasing specifications
- Manages the research and development of new equipment, conducts experimental programs in conjunction with the Maintenance Technical Leadership Division on the application of equipment for maintenance operations
- Maintain Capital Equipment Budget Reports
- Process all purchase requisitions, purchase orders, and equipment invoices processed for roadway equipment
- Manages the review and development of Statewide Specifications for oils, lubricants, anti-freeze and other equipment related products
- Administers the Equipment Warranty program

1.6 MAINTENANCE TECHNICAL LEADERSHIP DIVISION - 4930

ROADWAY MAINTENANCE/ENVIRONMENTAL PROGRAMS SECTION

- Vegetation Management
- Mowing
- Tree and Stump removal
- Herbicide Spray
- Roadside QA
- Dead Deer pickup and disposal
- Highway Beautification
- Adopt-A-Highway
- Adopt and Beautify
- Adult and Juvenile Litter Brigades
- Sponsor-A-Highway
- Maintenance Material Control
- Certification and acceptance
- Compliance testing
- Maintain maintenance commodities contracts
- Compliance based Environmental Management System
- Stockpile Good Housekeeping
- Underground and Aboveground Storage Tank Management Programs
- Waste Management

- Strategic Recycling Programs
- Environmental Remediation Support Program Management
- Environmental Site Assessments
- Stockpile Environmental Quality Assurance

WINTER SECTION

- Winter Leadership Presentation
- Winter Services Guide
- Road Weather Information System Program and Contract (RWIS)
- Fixed Automated Spray Technology Program and Contract (FAST) oversight
- Winter Services/Maintenance Training Development and Coordination
- Snow Academy
- National Winter Research Participation
- Weather Forecasting Contract
- New Winter Materials Testing and Research
- Municipal Agreements
- Rented Equipment
- Winter Materials Commodity Contracts

STORMWATER MANAGEMENT PROGRAM

- Maintenance Stormwater Management
- Municipal Separate Storm Sewer System (MS4) Permit
- Illicit Discharge Program
- Regional Environmental and Stormwater Staff
- Develop and manage the Pollution Reduction Program (PRP)

EMERGENCY AND INCIDENT MANAGEMENT SECTION

- Emergency Management
- Incident Response
- Disaster Recovery
- Automatic Vehicle Locator (AVL)
- Mobile Equipment Team Coordination
- Emergency Management Assistance Compact (interstate request for assistance)
- Area Command Operations
- District Incident Command Coordination
- Interstate Emergency Communications
- Interagency Communications
- Pre-Event and Special Event Coordination
- Freeway Service Patrol Coordination

HIGHWAY LIGHTING SECTION

- Lighting System Design Review
- Lighting Materials Review

- Inventory of Lighting Assets
- Manage Lighting Components Condition Rating Database
- Develop Lighting Specifications
- Manage Active Asset Management and Remote Monitoring and Control Systems
- Review of Proprietary and Bulletin 15 Waiver Requests
- Review Lighting Maintenance Agreements
- Review Lighting Policy Exception Requests
- Develop Design Guidance and Requirements
- Develop Lighting System Designs and Contract Documents
- Manage Highway Lighting File Archive
- Review of New Products
- Review of Technical Guidelines and Recommendations

1.7 HIGHWAY SAFETY AND TRAFFIC OPERATIONS DIVISION - 4940

TRANSPORTATION SYSTEMS MANAGEMENT/OPERATIONS (TSMO) OPERATIONS AND PERFORMANCE SECTION

- Temporary Traffic Control Unit
 - Work zone policies and procedures
 - Work zone manager policy
 - Work zone publications
 - Work zone safety and training
 - Work zone metrics
 - Work zone Quality Assurance Evaluations
 - Work zone product evaluation and development
 - Automated Work Zone Speed Enforcement (AWZSE) Program
 - PSP Work Zone Assistance MOU
 - Smart work zones
 - Assist in conducting the Federal Highway Administration's (FHWA) Work zone Independent Oversight Program (IOP)
 - Publication 408: Highway Construction Specifications
 - ❖ Section 901: Maintenance and Protection of Traffic During Construction
 - District and County work zone assistance
 - Industry outreach
 - Delay Analysis and Road User Liquidated Damages (RULD)
 - TSMO Performance Program Support
 - Temporary Traffic Control (TTC) Portal
- Systems and Performance
 - Systems
 - ❖ 511 and 511 PA Connect
 - ❖ Advanced Traffic Management System (ATMS)
 - ❖ Roadway Condition Reporting System (RCRS)
 - ❖ Genetec (replaces Cisco VSOM)

- ❖ Regional Integrated Transportation Information System (RITIS) and Multi-State Metrics Group
- ❖ Lane Reservation System
- ❖ Traffic Alerts Dashboard
- Data Management
 - ❖ Traffic Operations Analytics (TOA) Tool
 - ❖ Waze Connected Citizens Program (CCP) Management
 - ❖ INRIX Speed Data Agreement
 - ❖ Internal/External Data Feeds
 - ❖ TSMO Performance Program
 - ❖ TSMO Performance Reports
 - ❖ Executive Scorecard Evaluation
 - ❖ Metrics software evaluation
- Traffic Management Center (TMC) Operations
 - Statewide Traffic Management Center (STMC)
 - STMC Staffing Contract
 - Regional Traffic Management Center (RTMC) oversight and coordination meetings
 - STMC/RTMC staff Standard Operating Procedures (SOPs)
 - TMC Training Subcommittee
 - TMC Bootcamp
 - TSMO Guidebook – Part V Operations
 - Traffic Operations Plans (TOPs)
 - Video Management Requirements
 - Video recording
 - Dynamic Message Signs (DMS) Operating Standards
 - TSMO Performance Program Support

TSMO ARTERIALS AND PLANNING SECTION

- Traffic Signal Unit
 - Publication 191: *Guidelines for Maintenance Traffic Signal System*
 - Publication 408: *Highway Construction Specifications*
 - ❖ Section 951: *Traffic Signal Supports*
 - ❖ Section 952: *Controller Assembly*
 - ❖ Section 953: *Traffic Signal Systems and Communications*
 - ❖ Section 954: *Electrical Distribution*
 - ❖ Section 955: *Signal Heads*
 - ❖ Section 956: *Detectors*
 - ❖ Section 1104: *Traffic Signals*
 - Traffic Signal Asset Management System (TSAMS) Program
 - ❖ ITS Asset Management Software
 - ❖ Master Plan
 - Traffic Signal Permit Application Approval
 - ❖ Paper Application

- ❖ ePermitting System (EPS)
- Traffic Signal Product approvals
- Traffic Signal Portal
- Traffic Signal Analysis and Design Workbooks
- Automated Red-Light Enforcement (ARLE) Program Management
- Synchro High Capacity Software (HCS) help
- Intelligent Transportation System (ITS) and Traffic Signal Device procurement
- ITS and Traffic Signal Product Performance Metrics
- Distribute the Transportation Research Board (TRB) Highway Capacity Manual
- Intersection Control Evaluations (ICE)
- Proprietary Equipment Requests
- Traffic Signal Special Structure Reviews
- eCAMMS – Construction and Materials Management System
- Website Management for the Highway Safety and Traffic Operations Division (HSTOD)

- Arterial Operations Unit
 - TSMO Grant Program
 - TSMO Performance Program Support
 - TSMO Guidebook – Part V – Traffic Signal Chapter
 - TSMO Funding initiative
 - Traffic Signal Maintenance Contracts
 - Traffic Signal Metrics
 - Traffic Signal Operation Strategies
 - Traffic Signal ownership support
 - ❖ ConOps Template
 - Traffic Signal remote communications
 - Moving Ahead for Progress in the 21st Century (MAP-21)
 - ❖ Performance Measure 3: System Reliability, Freight, Congestion, and Air Quality
 - Adaptive Traffic Signals Policy
 - ATMS Signal Control Requirements, Integration, and Policy
 - Green Light-Go (GLG) Program Management
 - dotGrants Business Lead for ARLE and GLG
 - Arterial Device Deployments

- Planning and Maintenance Unit
 - Publication 408: *Highway Construction Specifications*
 - ❖ Section 1200: Intelligent Transportation System (ITS) Devices
 - ITS Architectures
 - ITS Maintenance Contracts
 - ITS Asset Management Software (TSAMS)
 - ITS Asset Management Requirements

- ITS Project Reviews
- TSMO Guidebook
 - ❖ Part I: Planning
 - ❖ Part II: Design
 - ❖ Part IV: Maintenance
- TSMO Toolbox Strategies
- TSMO Training Subcommittee
- Regional Operations Plans
- One Map Tool
- Project Manager (PM) Responsibilities Guidance
- Strategy for ITS Antiquated Devices
- 4-year Device Deployment Plan
- HSTOD Budget Management
- ARLE and GLG Funding Support
- Funding Guidance Document
- District Fiscal Monitoring
- Engineering and Construction Management System (ECMS) Fiscal Support for HSTOD

TRAFFIC ENGINEERING AND PERMITS SECTION

- Section Manager
 - Traffic Engineering and Studies Policy and Training
 - Publication 46: Traffic Engineering Manual
 - Traffic Engineering (TE) Forms
 - Legislative Reviews
 - Truck Parking
 - Traffic Calming

- Pavement Markings, Sign Standards and Specifications Unit
 - PA Title 67, Chapter 212: *Official Traffic Control Devices*
 - Publication 108: *Sign Foreman's Manual*
 - Publication 111: *Traffic Control-Pavement Markings and Signing Standards*
 - Publication 236: *Handbook of Approved Signs*
 - Publication 306: *Sign Blank Specifications*
 - Publication 648: *Pavement Markings Handbook*
 - Oversee and Manage PennDOT Sign Shop
 - Manage Specifications and Standards for Pavement Markings, and Traffic Signing
 - Testing and evaluation of new materials for traffic signs and pavement markings
 - Maintain contracts for signing and pavement marking materials
 - Oversee SAP/Plant Maintenance for Sign Inventory Management
 - Liaison between PennDOT and the PA Tourism Signing Trust
 - Support District Line Painting Crews and conduct QA Reviews

- Highway Occupancy Permits Unit
 - PA Title 67, Chapter 441: *Access to and Occupancy of Highways by Driveways and Local Roads*
 - PA Title 67, Chapter 459: *Occupancy of Highways by Utilities*
 - Publication 282: *Highway Occupancy Permit Operations Manual*
 - Publication 312: *Guide for Obtaining Minimum Use Driveway Permits*
 - Policy and program guidance for Highway Occupancy Permits (HOPs)
 - Policies and procedures of Transportation Impact Studies
 - Review Point of Access Studies
 - Electronic Permitting System (EPS)
 - General Traffic Engineering Policy and regulations

- Special Hauling Permits Unit
 - PA Title 67, Chapter 179: *Oversize and Overweight Loads and Vehicles*
 - PA Title 67, Chapter 187: *Movement of Special Vehicles Upon State Highways*
 - PA Title 67, Chapter 209: *Requests for Reasonable Access to the Designated Network*
 - Publication 31: *Special Hauling Permit Manual*
 - Publication 194: *Truckers Handbook*
 - Automated Permit Routing and Analysis System (APRAS)
 - Oversize/overweight (OS/OW) regulations, policy and procedures
 - Central Permit Office
 - Review and issue Super Load Permits
 - Administer PA Certified Escort Policy for movement of qualified Super Loads
 - Respond to emergency hauling requests 24/7
 - Assist PSP on enforcement of Commercial Vehicle Regulations

HIGHWAY SAFETY SECTION

- Safety Engineering Unit
 - FHWA Safety Coordination
 - Publication 638: *District Highway Safety Guidance Manual*
 - Publication 638A: *Pennsylvania Safety Predictive Analysis Methods Manual*
 - Risk Management and Tort Coordination
 - ❖ Perishable Crash Data collection and training
 - ❖ Publication 159: *Collection of Perishable Crash Data*
 - Crash Data Analysis and Retrieval Tool (CDART) Administrator
 - Local Safety Coordination Strategic Highway Safety Plan
 - Highway Safety Manual Analysis and Guidance
 - Safety Engineering Analysis
 - Highway Safety Improvement Program (HSIP) Project Administration
 - ❖ FHWA HSIP Annual Report
 - ❖ HSIP Application and System Maintenance
 - ❖ HSIP Program Guidance

- ❖ HSIP Project Guidance
- Highway Safety Manual Applications
 - ❖ HSM Tool Maintenance
 - ❖ Safety Performance Functions (SPF) Development
 - ❖ Crash Modification Factor (CMF) Development
- Network Safety Screening
- Cost/Benefit Analysis
- Training and Technical Support

- Crash Information Systems and Analysis Unit
 - Traffic Records Coordinator
 - CDART Business Management
 - Crash Facts and Statistics
 - Crash Report Validation
 - CRASH System Administration
 - CRASH Database Distribution
 - CRASH Right to Know Law and Media Data Requests
 - Driver Crash Reports
 - Customer Service Phone Support for crashes on PA Driver Records
 - Crash Record Law Enforcement Liaison (CRLEL) Program Management
 - Police Demographic/Recertification Program
 - Fatality Analysis Reporting System (FARS) Data Administration
 - Fatality Application and Tracking
 - Crash Reporting System (CRS) Business Management
 - PA Crash Information Tool (PCIT) Administrator
 - HSTO Website Support

- Program Services Unit
 - National Highway Traffic Safety Administration (NHTSA) Coordination
 - ❖ Highway Safety Plan
 - ❖ Highway Safety Annual Report
 - ❖ Seatbelt Survey
 - ❖ Attitude and Awareness Survey
 - Safety Advisory Committee Administrator
 - Highway Safety Grant Administration
 - ❖ Driving Under the Influence (DUI) Enforcement
 - ❖ Aggressive Driving
 - ❖ Occupant Protection
 - ❖ Pedestrian Safety
 - ❖ Community Traffic Safety Projects
 - DUI Offenders Program Coordinator
 - ❖ Ignition Interlock
 - ❖ Alcohol Highway Safety School/Court Reporting

- ❖ Network/County DUI Coordinators
- Child Passenger Occupant Protection Program
- Governor's Highway Safety Association Coordination
- Training/Technical Support
 - ❖ Law Enforcement, Prosecutors, Judiciary
 - ❖ Publication and Website Updates

1.8 ASSET MANAGEMENT DIVISION - 4950

PAVEMENT TESTING AND ASSET MANAGEMENT SECTION

- RMS Applications and Enhancement
- RMS Security Administration
- RMS Data Retrieval and Reporting
- RMS Training and System Documentation
- Maintenance Allocation Program ASHMA Formula Source Data Management
- Pavement Evaluation, Testing and Data Analysis Programs
- STAMPP Program Management
- Videologging Management and Library
- LRS Program Coordination, Quality Assurance, and Training
- Pavement Testing Equipment Calibration, Verification, and Specification Development
- Light Weight Profiler Calibration Verification and Operator Certification
- Falling Weight Deflectometer (FWD) Regional Calibration Center
- Pavement Asset Management
- Pavement policies, specifications, training, design/project guidance
- Guidance and policy for state owned roads affected by Marcellus Shale Exploration
- Posted and Bonded Road program

BRIDGE INSPECTION SECTION

- Inspection and management of state-owned and locally-owned bridges
- BMS2 Administration and Reporting
- Bridge Problem Reports and Communication
- Tunnel Asset Management and Inspection programs

BRIDGE ASSET MANAGEMENT SECTION

- Bridge Asset Management
- Manage the state and local bridge program to achieve state-of-good repair
- Local Bridge Project Bundling Management
- Sign Structure Inventory and Inspection programs
- Retaining/Noise Wall Inventory and Inspection programs

1.9 OPERATIONS AND PERFORMANCE OFFICE - 4000

REGIONAL QUALITY ASSURANCE SECTION

- Lead the County Accreditation Initiative
- Manages the implementation and evaluation of the Districts and Counties utilization of personnel, maintenance budgets, fleet, winter maintenance activities, equipment inventory, materials management, and identifying best practices and opportunities for improvement
- Establishes and manages core maintenance activities and timeframes of completion for County operations
- Manages the QA review program for core maintenance and work zone traffic control activities
- Designs, develops, and conducts various maintenance training programs
- Leads the Maintenance Manager Training Committee (MMTC)

MAINTENANCE SYSTEMS SUPPORT SECTION

- Serves as the System Administrator for Plant Maintenance, ePayroll, and manages the corresponding Help Desks
- Manages the Reimbursable Activity Report (RAR) Program and Help Desk
- Functions as the maintenance lead for the Rapid Bridge Replacement (RBR) Program
- Manages Publication 23 Updates for all chapters
 - Owns and updates Chapter 3
- Oversees payroll record retention for highways, equipment, and signs

PROGRAM ANALYSIS, METRICS, AND BUSINESS SERVICES SECTION

- Monitors and provides continual evaluation of human resources, finance, travel, performance metrics, LEAN, and information technology (IT) for the Highway Administration Deputate
- Develops, executes, and monitors the Highway Administration Deputate's budget, to include Appropriation 409 and RoadMAP (Program 721)
- Conducts complex program analysis, research, and forecasting (e.g. cost benefit analysis, make vs buy analysis, contractor vs Department force analysis, best-in-class productivity analysis, proper county complement staffing) to determine trends, establish baselines, and identify best practices and opportunities for process improvement utilizing LEAN principles
- Develops and implements the Highway Administration Deputate's IT plan, network with peer state DOTs, FHWA, and American Association of State Highway and Transportation Officials (AASHTO) on Innovation in IT technologies and project delivery
- Serves as the Department's SAP Project Manager and primary contact for evaluating and requesting changes to SAP functionality
- Manages the creation, implementation, and maintenance of the Operations and Performance Office Strategic Plan
- Serves as the primary liaison for the Department on strategic planning, priorities, policies, and initiatives to include FHWA Risk Register, FHWA Program Reviews, State Transportation Innovation Council Facilitation, AASHTO Research and Innovation, and AASHTO Innovation Initiatives
- Leads the County Maintenance Measurement Tool (CMMT)