Revised December 30, 2019

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 12

SUBJECT: Compliance with Fair Labor Standards Act (FLSA)

EFFECTIVE DATE: January 1, 1987

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PURPOSE

The purpose of this memorandum is to establish a formal policy and applicable procedures regarding compliance with the overtime requirements of the Fair Labor Standards Act (FLSA).

To this end, DOTD's objectives are to operate as follows:

A. To maintain an FLSA classification system to identify employees as "non-exempt" or "exempt;"

B. To maintain an aggressive compliance program in terms of recognizing all "working time," as defined by the FLSA;

C. To utilize the discretion provided to DOTD by Louisiana State Civil Service Rules, by compensating employees with compensatory time (K-time) or pay for overtime worked and requiring employees to use earned compensatory leave prior to annual leave; and

D. To authorize overtime only when absolutely necessary.

2. DEFINITIONS

A. Work Week

DOTD's official work week is defined as a 7-day week beginning at 12:01 a.m. Monday morning and ending at 12:00 midnight the following Sunday.

B. Hours Worked

(1) Hours worked is defined as all time during which an employee is required to be on DOTD's premises, on duty, or at a prescribed workplace.

(2) Working time includes not only time which is specifically required by DOTD, but also work which DOTD "suffers or permits." This is work that DOTD knows (or should have known) was performed by an employee for the benefit of DOTD.

(3) All hours worked or absent shall be recorded on official time sheets each pay period. Unofficial or "off the books" accounting of hours is prohibited.

C. Overtime

Overtime is time actually worked by an employee at the direction of and with supervisory approval:

(1) On an official or designated holiday;

(2) On a day the office is officially closed;

(3) In excess of an employee's regularly scheduled work day; or

(4) In excess of 40 hours during a work week.

D. Exempt/Non-exempt Employees

(1) All employees are classified as either exempt or non-exempt from FLSA provisions governing overtime compensation. In general, non-exempt employees must be compensated (term refers to either pay or compensatory time) for overtime hours at the time and one-half rate, after 40 hours of actual working time. Under the FLSA, exempt employees do not have to be compensated for overtime work.

(2) An employee's exemption is based on the work performed by the employee, such as:

(a) Serving as an executive (management is the primary duty, supervises two or more employees, and has substantial input into personnel decisions.)

(b) Functioning as an administrator (office or non-manual work related to the management or general business operations of the employer and requiring the exercise of discretion and independent judgment); or

(c) Serving as a professional whose work requires advanced knowledge in a field of science or learning and requires exercise of discretion and judgment.

Additionally, an employee who meets one of these exemptions must earn at least $684/week in order to be considered exempt.

(3) Jobs listed on Attachment A are considered non-exempt because the duties performed by incumbents do not meet one of the exemption tests listed above. (2a, b or c)

(4) An employee whose job is not listed on Attachment A is considered an exempt employee.

(5) In summary, the FLSA only requires time and one-half overtime compensation for non-exempt employees, after the non-exempt employee has actually worked forty hours. DOTD policy, however, more liberal than the FLSA, compensates overtime work by exempt employees with straight K-time.

E. Compensatory (K) Time – Leave earned in lieu of paid wages at the straight-time or time and one-half rate as compensation for overtime hours worked. Crediting of such leave is based upon a determination of the employee's status as exempt or non-exempt, and also upon the number of hours actually worked throughout the scheduled work period.

F. Official Work Domicile – The parish in which an employee's primary duty station is located or such other area as may be formally designated by the Appointing Authority.

3. METHODS OF COMPENSATING OVERTIME WORK

A. Compensatory Time

In general, employees who work overtime are compensated with compensatory (K) time. Only non-exempt employees are eligible to earn time and one-half K-time, and only when they are actually on the job for more than 40 hours. If the non-exempt employee has not worked in excess of 40 hours due to any absences (includes holidays and leave taken with or without pay), the non-exempt employee will be credited with straight, hour-for-hour K-time. Exempt employees, when required to work overtime, earn straight K-time only. The minimum amount of K-time earned will not be less than one-quarter hour.

B. Pay

(1) When work is performed by non-exempt employees on regularly scheduled days off or in emergency situations (defined below), these hours will be paid at the time and one-half rate provided the employee actually works more than forty hours and thereby qualifies for time and one half overtime compensation. If the employee does not qualify for time and one half

overtime pay, he/she will be paid at the straight rate. Note: Employees have the option however to request compensation in the form of K-time in lieu of cash payment. Such requests must be made in writing as directed by the appropriate District Administrator or Section Head. Additionally, a routine extension of the work day, either before or after work, whether scheduled or unscheduled, is not considered an emergency and is ineligible for overtime pay. In these routine situations, employees will be compensated with K-time, as described above in 3.A.

(a) Emergency situations include natural emergencies (hurricanes, ice storms, flooding, etc.) and emergency call-outs after the employee has departed his/her assigned place of duty. Emergency call-outs include situations where employees are called out for a signal malfunction, removal of a tree across a road, or other similar circumstances.

(b) District Administrators/Section Heads are authorized to declare emergency situations and approve overtime pay for non-exempt employees at the rate for which the employee qualifies under these special circumstances, and must document on time sheets so that authorization for payments is properly recorded.

(2) When work is performed by exempt employees on regularly scheduled days off, or in emergency situations as defined in 3.B. above, these hours will be compensated with straight K-time. Any request to compensate employees with straight time pay must be approved by the DOTD Undersecretary.

(3) Holidays

(a) When work is performed by a non-exempt employee on his/her official or designated holiday, these hours will be paid at the time and one-half rate, provided the employee qualifies for time and one-half overtime compensation on that day. If the employee does not qualify for time and one-half overtime pay, he/she will be paid at the straight rate.

(b) When work is performed by an exempt employee on his/her official or designated holiday, these hours will be compensated with straight K-time.

(4) Any additional requests to pay exempt employees at the straight time rate must be approved by the Undersecretary, Office of Management and Finance. Any requests to compensate (pay or K-time) exempt employees

at the time and one-half rate must be approved by the DOTD Undersecretary and the State Civil Service Commission. Such requests should therefore be rare.

C. Special Provisions - Official Closures

In accordance with Chapter 21 of the State Civil Service Rules, when the Governor or Commissioner of Administration officially closes certain or all offices of the State, employees who are required to be on emergency duty during the official closure are eligible for overtime compensation (regardless of whether the employee has actually worked more than forty hours) for work performed during such closure. As such situations occur, DOTD's Undersecretary will select, based on the availability of funding, one of the following options for overtime compensation: cash payment at regular rate, compensatory leave earned hour for hour, cash payment at time and one-half rate or compensatory leave earned at time and one-half rate.

4. HANDLING K-TIME BALANCES

A. Non-exempt Employees

(1) Any overtime hour which causes an employee's time and one-half compensatory leave balance to exceed 240 hours will be paid in cash to the employee. (Payment made on pay day for the payroll period during which excess overtime is earned.)

(2) With respect to straight K-time balances, a maximum of 360 hours can be carried forward to the next fiscal year; therefore, all straight K-time accrued in excess of 360 hours shall be paid by September 28th of each year.

(3) Upon separation of employment or transfer to another state agency, non-exempt employees will be paid for all straight and time and one-half K-time balances according to the method of calculation of hourly rate contained in the Fair Labor Standards Act.

B. Exempt Employees

(1) With respect to straight K-time balances, a maximum of 360 hours can be carried forward to the next fiscal year. Exempt employees may be paid for up to 200 hours of accrued K-time in excess of 360 hours, if funds are available. All straight K-time remaining in excess of 360 hours carried forward to the next fiscal year and 200 hours paid shall be canceled.

(2) Upon separation of employment or transfer to another state agency, exempt employees shall only be paid in cash up to 200 hours in accrued straight K-time (in addition to unused annual leave of up to 300 hours, if separating). Additionally, if an exempt employee carries a balance of time and one-half K-time, this balance shall be paid, in its entirety, at the final regular rate received by the employee. The amount of straight K-time paid at separation and K-time already paid in cash during a fiscal year cannot exceed 200 hours in total. All remaining unused straight K-time balance shall be canceled.

5. ADMINISTRATION - RESPONSIBILITIES AND OBLIGATIONS

A. Management

(1) It is the obligation of DOTD management to ensure that its operations are carried out in compliance with the requirements of the FLSA. It is the duty of DOTD management to exercise control and to see that work is not performed if DOTD does not want it to be performed. Management must be proactive and strive to ensure that each employee is properly compensated for overtime as required by the FLSA, State Civil Service Rules, and applicable DOTD policies and procedures.

(2) It is DOTD's philosophy to maintain overtime work at a minimum level, recognizing that the demands of a job may at times necessitate overtime.

B. Employee

(1) Shall obtain prior approval before engaging in working time which would cause DOTD to be liable for overtime under the FLSA.

(2) Shall be particularly careful to neither begin work prior to normal working hours nor continue work after normal working hours unless prior approval has been granted. Likewise, employees should not work during uncompensated lunch periods unless prior approval has been granted.

(3) Shall report all overtime hours worked on their time statement. If not pre-approved, all overtime hours worked must have an explanation of the nature of the work performed and business need therefor.

C. First Line Supervisor

(1) Shall not allow employees to work before or after their specified work hours or during lunch unless prior approval has been granted by the Section Head or District Administrator.

(2) May (upon delegation by the appointing authority) authorize overtime work in situations where time is of the essence, where hours are dictated by a contractor (such as in construction inspection), and/or when an emergency situation exists. Emergency situations should be rare, and in most instances, the need for an employee to work overtime should be anticipated in advance.

D. Section Head/District Administrator

(1) Shall bear ultimate responsibility for approval of overtime.

(2) Shall be responsible for ensuring compliance with FLSA overtime requirements within their operation.

(3) Shall consider the following prior to authorizing overtime:

(a) The necessity of the overtime, risk/safety of the employee, and the benefits to be derived by DOTD;

(b) The expenditure comparison of overnight lodging for extensive travel to and from a work site;

(c) The employee's FLSA classification (exempt or non-exempt);

(d) The availability of other employees to perform the work which would not entail work in excess of 40 hours during their work week; and

(e) The employee's accrued, payable K-time balance.

(4) Shall encourage and may require employees to use as much payable K-time as workloads permit in order to minimize the agency's financial liability for payment.

(5) Shall recognize that under the FLSA, employees having accrued balances of payable K-time must, upon their request for leave, be allowed to use that K-time within a "reasonable period" of making the request. DOTD is

afforded the right, however, to deny such a request in situations where usage will "unduly disrupt" the operations of DOTD, i.e., the approval of such a request would be an action inconsistent with sound business practices. As a general rule, therefore, such requests shall be granted. (Note that in order for the "unduly disrupt" provision to apply, DOTD must be more than "inconvenienced.")

6. REST/BREAK PERIODS

A. Rest/Break Periods

The two 15-minute rest or break periods which DOTD employees are allowed are considered working time. They are counted as hours worked and employees are therefore paid for them. If employees do not take rest/break periods, it is not permissible for employees to "bank" them and attach them to the beginning or ending of the work day, to their meal period, or to leave requests. If rest/break periods are not taken, that time is lost.

B. The Patient Protection and Affordable Care Act

The Patient Protection and Affordable Care Act requires employers subject to the FLSA to provide unpaid reasonable break time for an employee to express breast milk for one year after her child's birth. DOTD supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. After the child's birth, any employee who is breastfeeding shall be provided reasonable paid break times and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, to express breast milk for her child. Affected employees and their supervisors may contact the

Employee Relations HR Specialist at Headquarters at (225) 379-1241 or their District Human Resources Analyst for assistance.

C. Meal Periods

Bona fide meal periods, whereby an employee is relieved from duty for at least 30 minutes, are not considered working time. Such time can, however, be converted into compensable working time if the employee is required to work or requests to work during the meal period with the approval of supervisory personnel.

7. OTHER WORKING TIME

A. Incident Response Outside of Normal Working Hours.

(1) As a general rule, when an employee is not required to remain on DOTD's premises but must be available and accessible to be contacted by his/her superiors, such time is not compensable and will not result in overtime liability.

(2) The primary criterion for determining compensability is whether or not the employee can or cannot use his/her time for his own purposes. Even though such employees are required to remain at their home or are required to be available by telephone or other electronic device, if they can carry on their normal activities, then such time is generally considered to be their own time and not compensable.

(3) Appointing Authorities may maintain a list of the names of employees who can perform required work outside of normal working hours. When there is a need, the supervisor calls the individuals on the list until he/she reaches someone who is available to report to work. Time spent in this call-out status is not considered compensable. If, however, an employee is subjected to a significant number of call-outs and the frequency of such call-outs prevents the employee from using his/her own personal time for normal activities, this time may be considered compensable. If the call-outs are excessive enough for a reasonable person to conclude that the employee is unable to utilize his/her own time during the call-out time, the entire call-out time may be converted to working time. These situations must therefore be reviewed by Appointing Authorities on a case-by-case basis.

B. Travel Time

(1) As a general rule, normal home-to-work travel is not compensable work time.

(2) All travel shall be accomplished by using the most direct, usually traveled, and cost-effective route.

(3) When an employee, after traveling to and from work, is called back to perform work that is not scheduled, the time associated with the extra trip (from the time the employee leaves home until he/she reaches his/her job, and also from the time he/she leaves his/her job until he/she reaches home) is working time and must be compensated accordingly.

(4) If an employee works in a fixed location in a particular city and is given a special one-day assignment in another city, the time it takes the employee to go to and return from the other location is compensable to the extent that it exceeds the employee's normal home-to-work travel time.

(5) Time spent by an employee traveling to numerous job sites or locations is considered working time, but the home-to-work travel time to the first worksite visited during the day and the last worksite back to the employee's home is non-compensable, home-to-work travel time.

(6) When an employee (exempt or non-exempt) is required to travel overnight away from home, any travel time, by whatever mode, is considered work time; if the travel occurs on a "non-workday" such as a Saturday or Sunday, the travel time is also considered work time.

C. Working Time/Attendance

Generally, time spent by employees in DOTD-required or sponsored lectures, meetings, training programs, and conferences is considered working time and should be coded to the appropriate attendance type on the employee's time sheet ("ZTRN" for training; "ZCON" for conferences). Travel to and from the location of such training/conferences is treated as described in the above (Travel Time) section.

## 8. DISCIPLINARY ACTIONS

Any failure of DOTD personnel to comply with this policy can result in appropriate disciplinary action, up to and including dismissal.

## 9. POLICY EXCEPTIONS

All requests for exceptions to this policy must be submitted in writing to the Human Resources Section for review and recommendation to the Secretary or his/her designee. In certain cases, requests must be approved by the Civil Service Commission.

Shawn D. Wilson, Ph.D.
Secretary

Attachment

Revised December 30, 2019

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 12
SUBJECT: Compliance with FLSA

**Attachment A**

**NON-EXEMPT JOBS – REVISED AUGUST 2023**

| JOB CODE | JOB TITLE | PAY GRADE |
|---|---|---|
| 136950 | ACCOUNTING SPECIALIST 1 | AS 608 |
| 140470 | ACCOUNTING SPECIALIST 2 | AS 610 |
| 159590 | ACCOUNTING SPECIALIST SUPERVISOR | AS 613 |
| 139340 | ACCOUNTING TECHNICIAN | AS 611 |
| 160180 | ACCOUNTANT 1 | AS 612 |
| 139350 | ACCOUNTANT 2 | AS 613 |
| 139370 | ACCOUNTANT 3 | AS 615 |
| 168000 | ADMINISTRATIVE ASSISTANT 1 | AS 605 |
| 168010 | ADMINISTRATIVE ASSISTANT 2 | AS 607 |
| 168020 | ADMINISTRATIVE ASSISTANT 3 | AS 609 |
| 168030 | ADMINISTRATIVE ASSISTANT 4 | AS 611 |
| 168080 | ADMINISTRATIVE ASSISTANT 5 | AS 613 |
| 171200 | ADMINISTRATIVE ASSISTANT 6 | AS 614 |
| 168040 | ADMINISTRATIVE COORDINATOR 1 | AS 605 |
| 168050 | ADMINISTRATIVE COORDINATOR 2 | AS 607 |
| 168060 | ADMINISTRATIVE COORDINATOR 3 | AS 609 |
| 168070 | ADMINISTRATIVE COORDINATOR 4 | AS 611 |
| 168090 | ADMINISTRATIVE PROGRAM SPECIALIST – A | AS 613 |
| 168100 | ADMINISTRATIVE PROGRAM SPECIALIST – B | AS 614 |
| 168110 | ADMINISTRATIVE PROGRAM SPECIALIST – C | AS 615 |
| 167350 | ADMINISTRATIVE SUPERVISOR 2 | AS 611 |
| 158520 | AUDITOR 1 | AS 614 |
| 158530 | AUDITOR 2 | AS 615 |
| 158540 | AUDITOR 3 | AS 617 |
| 128760 | BRIDGE AND LOCK OPERATOR 1 | WS 209 |
| 128680 | BRIDGE AND LOCK OPERATOR 2 | WS 210 |
| 173760 | BRIDGE INSPECTOR 1 | TS-305 |
| 173770 | BRIDGE INSPECTOR 2 | TS-307 |
| 173780 | BRIDGE INSPECTOR 3 | TS-308 |
| 173790 | BRIDGE INSPECTOR 4 | TS-311 |
| 173800 | BRIDGE INSPECTOR 5 (QA/QC POSITIONS ONLY) | TS-314 |
| 141920 | BRIDGE TOLL COLLECTOR | AS 605 |
| 153190 | BRIDGE TOLL COLLECTOR OPERATOR MANAGER | AS 610 |
| 141900 | BRIDGE TOLL COLLECTOR SUPERVISOR | AS 608 |

| JOB CODE | JOB TITLE | PAY GRADE |
|---|---|---|
| 139690 | BUDGET ANALYST 1 | AS 612 |
| 139700 | BUDGET ANALYST 2 | AS-613 |
| 139730 | BUDGET ANALYST 3 | AS-615 |
| 128700 | CARPENTER | WS 212 |
| 128710 | CARPENTER FOREMAN | WS 215 |
| 128740 | CARPENTER MASTER | WS 213 |
| 170980 | COMPLIANCE INSPECTOR 1 | AS-609 |
| 170990 | COMPLIANCE INSPECTOR 2 | AS-611 |
| 160200 | CONTRACTS/GRANTS REVIEWER 1 | AS 611 |
| 160210 | CONTRACTS/GRANTS REVIEWER 2 | AS 612 |
| 166140 | CONTRACTS/GRANTS REVIEWER 3 | AS 614 |
| 100300 | CUSTODIAN 1 | WS 202 |
| 100270 | CUSTODIAN 2 | WS 203 |
| 100280 | CUSTODIAN SUPERVISOR 1 | WS 206 |
| 151980 | DISTRICT SIGN SPECIALIST 1 | WS 210 |
| 151990 | DISTRICT SIGN SPECIALIST 2 | WS 212 |
| 173370 | DISTRICT SIGN SPECIALIST LEADER | WS 214 |
| 175830 | DOTD ENFORCEMENT AGENT 1 | PS 109 |
| 175840 | DOTD ENFORCEMENT AGENT 2 | PS 110 |
| 175850 | DOTD ENFORCEMENT AGENT 3 | PS 111 |
| 175860 | DOTD ENFORCEMENT SERGEANT | PS 113 |
| 175870 | DOTD ENFORCEMENT LIEUTENANT | PS 115 |
| 172450 | DOTD PROGRAM SPECIALIST 1 | AS 612 |
| 172460 | DOTD PROGRAM SPECIALIST 2 | AS 613 |
| 172470 | DOTD PROGRAM SPECIALIST 3 | AS 615 |
| 128770 | ELECTRICIAN | WS 212 |
| 155150 | ELECTRICIAN SPECIALIST | WS 213 |
| 155130 | ELECTRICIAN SPECIALIST FOREMAN | WS 216 |
| 155140 | ELECTRICIAN SPECIALIST LEADER | WS 215 |
| 131740 | ELECTRONIC TECHNICIAN | WS 215 |
| 132990 | ELECTRONIC TECHNICIAN TRAINEE | WS 213 |
| 156750 | ELECTRONIC TECHNICIAN ADVANCED | WS 216 |
| 131750 | ELECTRONIC TECHNICIAN SUPERVISOR | WS 218 |
| 161000 | ENGINEERING TECHNICIAN 1 | TS 302 |
| 161010 | ENGINEERING TECHNICIAN 2 | TS 304 |
| 161240 | ENGINEERING TECHNICIAN 3 | TS 306 |
| 161250 | ENGINEERING TECHNICIAN 4 | TS 308 |

| JOB CODE | JOB TITLE | PAY GRADE |
|---|---|---|
| 166230 | ENGINEERING TECHNICIAN 5 | TS 310 |
| 166260 | ENGINEERING TECHNICIAN DCL | TS 312 |
| 141060 | ENVIRONMENTAL IMPACT SPECIALIST 1 | TS 308 |
| 141050 | ENVIRONMENTAL IMPACT SPECIALIST 2 | TS 309 |
| 141740 | ENVIRONMENTAL IMPACT SPECIALIST 3 | TS 311 |
| 128800 | EQUIPMENT INSPECTOR | WS 214 |
| 174200 | FERRYBOAT DECKHAND 1 | WS 209 |
| 174210 | FERRYBOAT DECKHAND 2 | WS 210 |
| 174220 | FERRYBOAT DECKHAND 3 | WS 212 |
| 174230 | FERRYBOAT OPERATOR 1 | WS 213 |
| 174240 | FERRYBOAT OPERATOR 2 | WS 215 |
| 174250 | FERRYBOAT OPERATOR 3 | WS 217 |
| 174260 | FERRYBOAT OPERATOR SENIOR | WS 219 |
| 174270 | FERRYBOAT OPERATIONS SUPERVISOR | WS 220 |
| 131930 | GUARD | PS 103 |
| 128930 | HELPER | WS 206 |
| 128940 | HIGHWAY FOREMAN 1 | WS 215 |
| 128950 | HIGHWAY FOREMAN 2 | WS 216 |
| 170800 | HUMAN RESOURCES ANALYST A | AS 612 |
| 170810 | HUMAN RESOURCES ANALYST B | AS 613 |
| 170820 | HUMAN RESOURCES ANALYST C | AS 615 |
| 173680 | ITS TECHNICIAN 1 | WS 215 |
| 173690 | ITS TECHNICIAN 2 | WS 216 |
| 173700 | ITS TECHNICIAN 3 | WS 218 |
| 129230 | MAINTENANCE FOREMAN | WS 215 |
| 128650 | MAINTENANCE REPAIRER 1 | WS 210 |
| 128640 | MAINTENANCE REPAIRER 2 | WS 212 |
| 128630 | MAINTENANCE REPAIRER MASTER | WS 213 |
| 103360 | MECHANIC 1 | WS 210 |
| 103390 | MECHANIC 2 | WS 212 |
| 103370 | MECHANIC 3 | WS 213 |
| 103380 | MECHANIC 4 | WS 214 |
| 103420 | MECHANIC – BODY REPAIRER 1 | WS 212 |
| 103430 | MECHANIC – BODY REPAIRER 2 | WS 214 |
| 103400 | MECHANIC SUPERVISOR A | WS 215 |
| 102910 | MOBILE EQUIP OPERATOR/LIGHT | WS 206 |

| JOB CODE | JOB TITLE | PAY GRADE |
|---|---|---|
| 103460 | MOBILE EQUIPMENT OPERATOR 1 | WS 209 |
| 102860 | MOBILE EQUIPMENT OPERATOR 1/HEAVY | WS 213 |
| 103440 | MOBILE EQUIPMENT OPERATOR 2 | WS 210 |
| 102890 | MOBILE EQUIPMENT OPERATOR 2/HEAVY | WS 214 |
| 129430 | OPERATING ENGINEER 1 | WS 211 |
| 129410 | OPERATING ENGINEER FOREMAN | WS 215 |
| 129420 | OPERATING ENGINEER MASTER | WS 213 |
| 130200 | PAINTER | WS-212 |
| 129450 | PAINTER FOREMAN | WS 215 |
| 130210 | PAINTER MASTER | WS 213 |
| 165640 | PARALEGAL 1 | AS 612 |
| 113470 | PARALEGAL 2 | AS 614 |
| 129500 | PLUMBER/PIPEFITTER | WS 212 |
| 146330 | PLUMBER/PIPEFITTER MASTER | WS 213 |
| 171180 | PRINTING MASTER OPERATOR | WS 213 |
| 171160 | PRINTING OPERATOR 1 | WS 210 |
| 171170 | PRINTING OPERATOR 2 | WS 212 |
| 174120 | PROCUREMENT ANALYST 1 | AS 612 |
| 174130 | PROCUREMENT ANALYST 2 | AS 613 |
| 174140 | PROCUREMENT ANALYST 3 | AS 615 |
| 174150 | PROCUREMENT SPECIALIST | AS 616 |
| 116690 | PROFESSIONAL CHEMIST 1 | TS 308 |
| 116700 | PROFESSIONAL CHEMIST 2 | TS 309 |
| 116710 | PROFESSIONAL CHEMIST 3 | TS 311 |
| 171870 | PROJECT ANALYST 1 | TS 310 |
| 171880 | PROJECT ANALYST 2 | TS 311 |
| 164820 | PUBLIC INFORMATION OFFICER 1 | AS 611 |
| 164830 | PUBLIC INFORMATION OFFICER 2 | AS 613 |
| 164840 | PUBLIC INFORMATION OFFICER 3 | AS 615 |
| 168780 | RIGHT OF WAY APPRAISER 1 | AS 613 |
| 168790 | RIGHT OF WAY APPRAISER 2 | AS 614 |
| 168800 | RIGHT OF WAY APPRAISER 3 | AS 616 |
| 168810 | RIGHT OF WAY APPRAISER 4 | AS 617 |
| 167110 | RIGHT OF WAY AGENT 1 | AS 612 |
| 167120 | RIGHT OF WAY AGENT 2 | AS 613 |
| 167130 | RIGHT OF WAY AGENT 3 | AS 615 |

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| JOB CODE | JOB TITLE | PAY GRADE |
|---|---|---|
| 167140 | RIGHT OF WAY AGENT 4 | AS 617 |
| 108620 | ROADSIDE DEVELOPMENT DISTRICT COORDINATOR | TS 311 |
| 152580 | ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE | TS 310 |
| 155460 | ROADSIDE DEVELOPMENT HERBICIDE APPLICATOR | WS 213 |
| 129730 | SHEET METAL FOREMAN | WS 215 |
| 146840 | SHEET METAL MASTER | WS 213 |
| 129740 | SHEET METAL WORKER | WS 212 |
| 129810 | TRADES APPRENTICE | WS 209 |
| 164700 | TRANSPORTATION PERMITS SPECIALIST 1 | AS 607 |
| 164690 | TRANSPORTATION PERMITS SPECIALIST 2 | AS 609 |
| 164710 | TRANSPORTATION PERMITS SPECIALIST 3 | AS 610 |
| 133550 | TRANSPORTATION PERMITS SUPERVISOR 1 | AS 613 |
| 133560 | TRANSPORTATION PERMITS SUPERVISOR 2 | AS 615 |
| 129830 | WELDER | WS 212 |
| 129840 | WELDER FOREMAN | WS 215 |
| 129850 | WELDER MASTER | WS 213 |