DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	50362659

Allocation Action:	Affirmed
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/28/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	195876
Consultant:	AJO
Supervisor:	DEZ

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0276	50362659

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS-320	109340
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
82	EBR	427	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2763038200		27600TT101	H.972434.1	

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Charles "Trey" Jesclard	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD/Office of Planning/Highway Safety Section/S82/		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8 Highway Safety Administrator	50334179	jennifer.mizzell@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF

☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

3	NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart **(required)** ☒ Duties / Responsibilities **(required)** ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

	DATE	
Charles V. Jesclard EMPLOYEE	9-21-22	☒ I certify that the information in this document is true and correct to the best of my knowledge. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
Adriane McRae DIRECT SUPERVISOR	9/21/22	☑ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
Adriane McRae APPOINTING AUTHORITY (Required)	9/21/22	☑ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
Adriane McRae · Hwy Safety Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This position is responsible for managing the activities and the ongoing statewide programs of the Highway Safety Section within the Office of Planning and Programming. Duties include planning, developing, and implementing the statewide Strategic Highway Safety Plan, overall safety data management process, and National Fatality Analysis Reporting System (FARS). This position is also responsible for overseeing highly specialized and technical highway safety studies. These studies are unique, controversial and usually multi-disciplinary involving other highway safety agencies/groups/advocates. As a DOTD representative, the incumbent serves on engineering, planning, and research committees, sub-committees, task forces, and study groups for state, local, regional, and national organizations. This position requires coordination with federal, state, local agencies concerning highway safety programs, projects and initiatives and has direct oversight of Louisiana's safety data management process, including crash reporting, crash data governance, integration of crash data and roadway data, network screening statewide based on Highway Safety Manual methodologies, and safety data analysis guidelines, best practices, and tools.

Reports to the Highway Safety Administrator. The incumbent supervises 3 engineering positions.

20% Serves as a principal Assistant Administrator of the Highway Safety Section within the Office of Planning and Programming. This requires planning, directing, organizing, and evaluating all activities and operations involving statewide highway safety data and planning initiatives. Responsible for developing and updating the Louisiana Strategic Highway Safety Plan and serves as the Statewide Infrastructure & Operations Co-leader. Ensures the mandated federal updates to the plan are accomplished and coordinated with the Highway Safety Improvement Program and sub-programs, as well as Louisiana Highway Safety Commission behavioral programs.. As a DOTD representative, the incumbent serves as a highway safety expert and member of committees, sub-committees, and task forces for internal, local, regional, and national organizations such as the DOTD Work Zone Safety Committee, Louisiana Transportation Research Center Committees, SHSP Implementation Team, , various Federal Highway Administration Task Forces, American Association of Highway and Transportation Officials Committee on Safety, Traffic Records Coordinating Committee, Crash Report Steering Committee, and Transportation Research Board initiatives.

20% Oversees the state's crash database and crash location verification program. This includes georeferenced roadway location, identification and classification, as well as the description of the road's physical characteristics and usage that are tied to the location reference system. Integrated safety and roadway data elements are valuable components to support the Department's highway safety, construction, and maintenance programs/project development. Oversees the state's participation in the National Fatality Analysis Reporting System (FARS) which contains data on all fatal crashes and provides objective basis to evaluate the effectiveness of motor vehicle safety standards and highway safety programs. This national census of motor vehicle fatalities is only available from FARS.

SAFETEA-LU, MAP-21, the FAST ACT, and IIJA places additional requirements on the states regarding safety data collection, management, assessment, and performance measures related to crash and roadway data. These federal data requirements cover all public roads and requires the development and implementation of a roadway data capture system. Oversees statewide network screening processes and methods using crash and roadway data elements to prioritize potential locations for safety improvements statewide. Oversees development and deployment of safety data analytical tools.

Provides expertise for annual safety performance measures and evaluations for the HSIP Annual Report and coordinating with Louisiana Highway Safety Commission on common statewide targets to ensure compliance with the FAST ACT and LAPAS. Coordinates closely with HSIP Program Managers as well as other safety

partners at DOTD HQ, DOTD Districts, MPOs, Regional Safety Coalitions, law enforcements agencies, local public agencies regarding safety performance measures and safety management systems.

20% Manages in-house highway safety studies and analyses at statewide, regional and project level. This includes the planning, development and coordination of complex, highly specialized studies and reports regarding highway safety matters statewide. These studies/reports originate from a wide range of entities, such as the DOTD Administration, the Federal Highway Administration, Louisiana State Police, elected officials, local governments, regional safety coalitions, and the public. These studies and reports are highly specialized and technical in nature dealing with unique and controversial issues which require professional training and experience in the design of roadways, application of highway safety engineering principles and practices, and analysis I evaluation of crash data. This position is responsible for making recommendations to the Highway Safety Administrator, identifying highway crash countermeasures, and preparing cost estimates for the safety improvements recommended in these studies/reports, as applicable.

Manages and reviews highway safety studies and safety research projects conducted by consultants, local governmental agencies, including Metropolitan Planning Organizations and Regional Planning Commissions that utilize Safety Funds. This includes approval of scope of work, schedule of work, and invoices. Reviews and approves the scope of work and costs for safety research and highway safety studies. Coordinates closely with other DOTD sections and districts to review and approve safety analyses/studies prepared for traffic impact analyses and environmental documents.

This position is also responsible for managing retainer contracts and task orders which may include assembling proposals for these studies and the consultant contracts/agreements, monitoring and tracking schedule and deliverables, and reviewing invoices.

15% Provides expertise for safety analyses as part of the project selection process for HSIP and sub-programs to ensure federal guidelines and regulations are followed adequately and coordinated with the SHSP strategies and initiatives. Coordinates regularly and provides technical and managerial support to HSIP Program Managers for planning and programming, as well as, project development as needed.

10% Coordinates with the nine Metropolitan Planning Organizations (MPO) and Regional Safety Coalitions to ensure highway safety is adequately addressed in metropolitan planning efforts and that the statewide and metropolitan planning process provides for consideration of projects and strategies that will increase the safety and security of the transportation system for motorized and non-motorized users. This requires knowledge of State and Federal highway safety and planning requirements, guidelines, and policies. This includes the initiation of safety projects, based on requests from the MPO's, and the evaluation/analysis of corresponding detailed highway safety data. Coordinates with the MPO's on the collection and interpretation of highway safety data and annual HSIP performance measures.

5% Provides technical support to DOTD Legal staff and Louisiana Attorney General's office regarding tort litigation matters related to safety data accessibility and may be required to provide testimony for tort litigation as needed.

5% Provides highway safety expertise to the DOTD Secretary, Deputy Secretary, Assistant Secretaries, Chief Engineer, Public Information Officer, Administrator, Engineers, researchers, Regional Safety Coordinators, federal and local government officials, state legislators, commissions, other state officials, planning organizations, the news media, business and civic groups, and the general public.

5% May be required to perform other duties as necessary including, by not limited to, emergency/disaster support activities.

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals and directives.

SECTION 82

HIGHWAY SAFETY

SUPERVISOR POSITION

CONTRACT POSITION

VACANT POSITION