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:	50372115

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/21/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207625
Consultant:	JF
Supervisor:	ALG

STATE CIVIL SERVICE

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	50372115

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8	TS 322	109100
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)
50018585	Bossier Parish (08)	Reg/Leav5110010	☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764020400				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Sturdivant, Phillip	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD-Office of Operations/District 04/Gang 001/Bossier City/Bossier 08		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9	00011596	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

6	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	
EMPLOYEE P. Phillip Sturdivant	8/16/2023	☑ 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.
DIRECT SUPERVISOR, P.E.	16 Aug 23	☒ 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.
APPOINTING AUTHORITY (Required), P.E.	16 Aug 23	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: David North DA		

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.

Mission Statement: This position is in District 04 of the Department of Transportation and Development and reports directly to District 04 Administrator. As such, the incumbent is responsible for planning, managing, directing and evaluating the effectiveness of the district's program delivery, water resources, and constructability reviews/construction materials testing programs for District 04, which consist of 7 parishes, 2,093 miles of roadway, 1117 bridges, and other applicable district characteristics. This is a designated first responder position. 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.

The incumbent is required to operate the computer.

Must be knowledgeable in the safe operation of passenger vehicles as well as other equipment operated by ADA of Engineering.

The position requires the incumbent to possess and maintain licensing in the following areas: Licensed as Professional Engineer in Civil Engineering.

The incumbent will participate in DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

The incumbent must be self-motivated and able to perform duties many times with or without direct supervision and be knowledgeable enough to interpret unforeseen conditions as they may arise.

50% Supervises a staff of professional, multi-disciplined engineering supervisors, paraprofessional and technical engineering employees (5 direct reports, total of 28 direct/indirect reports) responsible for the following district functions:

Program Delivery - liaison with Regional or Metropolitan Planning Organizations, district program/project planning; survey/design/plan development for preservation, overlay, Interstate maintenance, bridge replacement, reconstruction, highway safety and public works programs for district; property surveys/soil surveys/topographic surveys: quality assurance program; right-of-way coordination; utility relocation: permits; environmental coordination: delivery of district's pavement management/priority program; proposals, contracts and specifications, bid-letting for district, recommends projects for preservation program of highways and bridges.

Construction Coordination--constructability reviews, materials testing, inspection/certification of asphalt and concrete plants; quality assurance program: Site Manager coordination/implementation, may review plan changes with regards to material testing, etc. Permits/utilities/railroad coordination, right-of-way, utility, outdoor advertising, and LOGO permits.

Public Works and Water Resources-dam/levee safety inspections, water well and levee registration/inspections, hydraulic studies, drainage, flood control, surveying, etc.

20% Develops and maintains effective working relationships with federal, state and local elected officials and governing bodies; effectively communicates with a diverse group of stakeholders and customers, including representatives of the Federal Highway Administration (FHWA), industry contractors and consultants, local media, and members of the general public. Makes presentations to various organizations and associates; schedules, plans and conducts meetings and/or corresponds in writing on district programs and projects; attends public hearing or meetings; answers interrogatories and requests for information pertaining to litigation; gives depositions, provides expert testimony and/or acts as an agency representative in legal proceedings involving the agency, including litigation relative to design, water resources, and permitting.

15% Develops and/or participates in the development of strategic plans, district goals and objectives, budget development/control/expenditures, performance indicators, long and short-term planning efforts, evaluation of efficiency and effectiveness, measurement of results achieved, resource utilization/change management/automation and other duties typically associated with project, financial and human resource management.

10% Serves as functional appointing authority for all employees under his/her jurisdiction; develops staffing and workforce planning needs; may additionally serve as final signatory authority on various business documents, such as payroll, procurement, leave, travel, expenditures. Performance Planning and Reviews and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support duties and is the designated ESF 1 for emergency operations

100%

50018585-D04/G001 - ADMIN/OPRS / BOSSIER CITY