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:	50338296

Allocation Action:	Affirmed
Official Allocation:	ENG 9
Job Code:	171280
Pay Level:	TS-323
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/01/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189003
Consultant:	JCA
Supervisor:	DBA

POSITION DESCRIPTION

STATECIVILSERVICE

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	50338296

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 9	TS323	171280
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)
50397191	EBR (17)	0276	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764025500		27600TT102		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
MILLER, DAVID	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD/OPERATIONS/HQ/S55/UNIT001/EBRP		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER DEPUTY ADMIN DOTD	180310	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

10	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	4/1/2022	☒ 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	4/1/2022	☒ 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)	4/1/2022	☒ 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.
VINCE LATINO / ASSISTANT SEC. OPPS. 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 serves as the administrator of the statewide maintenance sections, including structures and facility maintenance, roadway maintenance, maintenance management, loss prevention, traffic services, outdoor advertisement, ITS – Intelligent Transportation Systems, Weight and Standards, Truck Permits and HQ Operations Business office. This position is responsible for developing and implementing policies, procedures, and programs to expedite and enhance the work of the statewide maintenance programs. This position serves as an Appointing Authority and is responsible for managing a staff of approximately 300 employees. While in official capacity, DOTO employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTO policies, procedures, manuals, and directives.

10% Administers and directs all statewide activities of the ITS and Tolling Operations programs across the Department with the goal of improving safety and operational efficiency of the state's major transportation network. The position provides administrative and engineering oversight on all planning, design, project development, construction, and sustained operational activities of the ITS and Tolling Operations functions, reports directly to the Assistant Secretary for Operations.

10% Administers and directs all statewide activities of the stationary scales and (weights and standards) as well as the truck permits to ensure that truck weight and size is being enforces as per federal requirements.

10% Administers and directs all statewide activities in the road maintenance section, including the maintenance management systems, the contract maintenance program, and ferry operations and maintenance. Monitors the annual operations budget of approximately $60 million.

10% Administers and directs all statewide activities in the structures and facilities maintenance section, including bridge inspection, movable bridge maintenance, structural expertise, major replacement and repair of facilities, and the truck permits section. Monitors the annual structures and facilities budget of approximately $20 million.

10% Administers and directs all statewide activities in the traffic services section, including traffic signal and sign installation, repair and replacement. Monitors the annual traffic services budget of approximately $10 million.

10% Administers and directs all statewide activities in the statewide loss prevention program. Recommends policy changes to the statewide loss prevention manual. Administers the annual statewide loss prevention audit.

10% Administers and directs all statewide activities for the outdoor advertisement program.

10% Administers and directs all HQ Business Office functions including payroll, statewide warehouse, procurement, and payment of invoices. Monitors all HQ operations budgets during the year.

10% Conducts or participates in meetings, conferences, and public hearings with DOTO personnel, elected officials and public entities, FHWA, citizens' groups, contractors, and media representatives to disseminate information regarding DOTD projects, procedures, and policies.

5% Prepares, reviews, and authorizes all documents originating in this section as well as external documents related to this section and its functions.

5% Serves as a lead worker during emergency events that affect DOTO, and will be required to work during emergency events. This position may be required to work nights and weekends and may be required to perform other duties as necessary including, but not limited to, emergency and disaster support activities.

VINCE LATINO
ASST. SECRETARY
VACANT
DOTD DEPUTY
ENGNEER
DAVID MILLER
CHIEF
MAINTENANCE
ENGINEER
BETTY GRIFFITH
ADM. ASSISTANT 5
OUTDOOR
ADVERTISING
SECTION 42- Main.
SYSTEM
MANAGEMENT
KEVIN REED
Section 45
TRAFFIC
ENGINEERING AND
SERVICES
JODY COLVIN
SECTION 51 – Bridge
Maint and Facilities
Maint.
Nicholas Fagerburg
Section 52
TRUCK PERMITS
AND WEIGHTS AND
STANDARDS
Section 56 – ITS-
Intelligent Trans
System
Joshua Y. Harrouch
Section 55 – HQ
Business Office /
Warehouse
DEBBIE LAFLEUR
Section 50
Loss Prevention
Haley Antee
DENISE GRAVES
DOTD PROGRAM
SPECIALIST 5
TONI HAWKINS
ENGINEERING TECH
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