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:	50339276

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:	02/11/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	176664
Consultant:	NRB
Supervisor:	DBA

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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
0700/0276	50339276

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	00109100
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	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LaDOTD/Office of Engr/Traffic Engr. Div/HQ Baton Rouge East Baton Rouge (17) S27/G001		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD Deputy Chief Engineer Administrator	50361403	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

4	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		☐ 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		☐ 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.
Edward R Wedge III APPOINTING AUTHORITY (Required)	2/11/21	☒ 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.
Edward R. Wedge III DOTD Deputy Chief Engineer 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.

TRAFFIC ENGINEERING DIVISION ADMINISTRATOR

This position functions as the State Traffic Engineer and as administrator of the Traffic Engineering Division, reporting directly to the DOTD Deputy Chief Engineer Administrator. Traffic Engineering is one of the eight divisions under the Chief Engineer.

The duties and responsibilities of the position are:

65% Serves as the Administrator of the Traffic Engineering Division with direct supervision over the Traffic Engineering Development Unit and the Traffic Engineering Management Unit within the Division and acts as Appointing Authority. Represents the Traffic Engineering Division at the executive level advising the Secretary, Chief Engineer, and administrative staff on traffic engineering issues. As the state Traffic Engineer, exercises regulatory supervision over traffic engineering activities across the Department including the functions of the District Traffic Operations Engineers; establishes and maintains policies for the study, authorization, design, installation, and operation of signs, signals, and pavement markings; and ensures that temporary and permanent traffic control device designs meet Department, state, and federal policies and standards. Oversees the Traffic Control Devices and the Access Management programs.

10% Develops and maintains strategic plan, budget, and training for the Traffic Engineering Division. Determines best allocation of manpower (staff, contract staff, and engineering consultants) to achieve desired goals for division. Establishes traffic engineering objectives, priorities, and performance indicators consistent with State and Federal laws and regulations.

10% Advises and negotiates with the general public, elected public officials, federal, state and local officials, private organizations and consultant concerning traffic engineering and safety functions, policies and requirements. Counsels local traffic engineering officials on interpretation and application of state and federal policies and standards.

10% Represents the Department and State of Louisiana as a member of the American Association of Highway and Transportation Officials' Committee for Traffic Engineering. Participates in semi-annual national meetings, periodic policy ballots, and various sub-committees.

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

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service Laws, Rules Regulations, as well as DOTD policies, procedures, manuals and directives.

Eng Dept Admin P 50361403

SECTION 27/Units 001/002/003
TRAFFIC ENGINEERING
DIVISION
TO: 30
Plus 1 Contract Employee

Updated 2/11/2021