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:	50357613

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:	03/16/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	177591
Consultant:	NRB
Supervisor:	DBA

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.

[x] 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	50357613

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

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50021838 00TT201	2761024000/27600TT201	EBR	

EMPLOYEE GROUP (CHOOSE ONE)

[X] FT HOURLY [ ] FT SALARY [ ] PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
VACANT	[ ] Yes [ ] No	JENNIFER MIZZELL

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
OFFICE OF ENGINEERING/S40 CONSTRUCTION/UNIT 004 - BATON ROUGE/EBR	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
CONSTRUCTION ENGINEER ADMINISTRATOR	50573437	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
MATTHEW B. JONES	119600	ENGINEER 7
VACANT	12507	ENGINEER 7

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

[X] DETERMINES WORK ASSIGNMENTS [X] RECOMMENDS HIRING/PROMOTIONS [X] TRAINS STAFF

[X] REVIEWS AND APPROVES WORK [X] PREPARES & SIGNS PES RATING [X] APPROVES LEAVE

5 6	NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

[X] Organizational Chart **(required)** [X] 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.
APPOINTING AUTHORITY (Required)	03.12.21	[✓] 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: BRIAN OWENS CONST ENGR ADMIN		

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.

POSITION DESCRIPTION FOR ENGINEER 7

FUNCTIONAL STATEMENT- ENGINEER 7:

This position is held by a licensed Professional Engineer with statewide responsibility. The engineer is responsible for directing, coordinating and technically supervising the engineering audit of all construction and railroad contracts throughout the state. This position is also responsible for authorizing payment to contractors, railroads, municipalities, etc., which comprise the Departments construction program, which is in excess of $1 billion annually.

*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.

DUTIES AND RESPONSIBILITIES:

40% Serves as the Department's Construction Audits Engineer. Provides technical expertise to the Area Engineers and their Project Engineers throughout the state, in the preparation and submittal of partial and final construction estimates, change orders, etc. Manages an efficient administration of the audit process to all construction contracts let by the Department and various political jurisdictions, to ensure an early, fair and equitable final payment for those contracts. Coordinates the solutions of problems pertaining to interpretation of departmental policy and specifications concerning the documentation, computation, and reporting of quantities of materials used in construction, in order to facilitate final acceptance of construction projects. Provides the Financial Services Section with a certification of the amounts of money to be paid and/or withheld to, or from, the contractors or railroads on contracts administered by the Department, including those having federal subsidy and let by municipalities, police juries, parks and similar jurisdictions, to ensure prompt payment.

20% Reviews, analyzes, and develops new policy and procedure to ensure consistent interpretation by Project Engineers of the Standard Specifications, Special Provisions, Contract Administration Manual and other procedures established by the Construction Division to ensure expeditious and accurate payment of monies. Advises the Construction Engineer Administrator, Chief Engineer, Undersecretaries, and Legal Section on matters concerning stipulated damages, monies owed to, or by the Department.

20% Serves as the Department's Work Zone Engineer. Provides technical expertise to the District personnel pertaining to the safe operation of construction work zones. Coordinates the work zone training needs of DOTD, contractors, and law enforcement. Administers the specifications pertaining to work zones and traffic control management. Serves on the Work Zone Task Force and completes the Work Zone Report bi-annually for FHWA review.

15% Reviews HQ Area Engineers' recommendations concerning contractor's claims, lawsuits, and construction related problems with all Section 40 Engineer 7's. Provides recommendations to the Construction Engineer Administrator for resolution of the contractor's claims, lawsuits, and construction related problems. Inputs contractor's claims into the DOTD system for tracking. Negotiates, arbitrates and coordinates with contractors and the Federal Highway Administration on contract time extensions, specifications and plan changes, extra work and disputes or problems arising from any construction related activities, all of which may be subject to the DOTD Chief Engineer's approval.

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

Construction - Section 40
Materials & Testing - Section 22
March 12, 2021

Section 40		Section 22	
TO NUMBER AUTHORIZED	46	TO NUMBER AUTHORIZED	61
TO NUMBER FILLED	40	TO NUMBER FILLED	50

Total Authorized Positions for Section 40 + Section 22 = 101

Total Filled Positions for Section 40 + Section 22 = 90

VACANT POSITION

VACANT AND POSTED

VACANT, POSTED AND OFFERED