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:	50372147

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:	06/27/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	205635
Consultant:	KS
Supervisor:	AD

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
700/0276	50372147

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)
			☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

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
DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 001/EBR(17)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 9	011500	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

8	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 Joshua Stanton	DATE 6/26/23	☑ 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) Joshua Stanton PRINT NAME AND TITLE OF APPOINTING AUTHORITY District Engineer Administrator	DATE 6/26/23	☑ 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.

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.

Assistant District Administrator, Engineering (Engineer 8)

Function Statement:

The overall function of this position is to administrate the work of the District 61 Laboratory, Design Section, Water Resources Section, Permits Section, Utilities Relocation Section and the Construction Coordinator. This position is located in Baton Rouge (District 61), Unit 001 of the Department of Transportation and Development and reports directly to District Engineer Administrator (Engineer 9). The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. 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.

Job Duties & Responsibilities:

The incumbent is responsible for planning, managing, directing and evaluating the effectiveness of the district's program delivery, construction coordination, water resources, public works, hurricane protection and construction materials testing programs for District 61, which consists of 9 parishes, 1841 miles of roadway. Incumbent therefore:

55% supervises a staff of professional, multi-disciplined engineering supervisors, paraprofessional and technical engineering employees (6 direct reports, total of 25 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, reconstruction, highway safety and public works programs for district; soil surveys; quality assurance program; right-of-way coordination, 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, may review plan changes with regards to material testing, right of way permitting and utilities relocation supervision, etc.
- Materials Quality Assurance Program- materials testing, inspection/certification of asphalt and concrete plans; quality assurance program, etc.
- Water Resources-dam safety inspections, water well registration/inspections, hydraulic studies, drainage, flood control, surveying, performs storm water co-permittee work with East Baton Rouge Parish and the statewide Environmental Section, Participates in Public Works project review and oversight. Coordinates as needed on levees and structures with the United States Army Corps of Engineers, Amite River Basin Commission, Lafourche Basin Levee District, Ponchartrain Levee District, Atchafalaya Basin Levee District and the Metropolitan Council of Baton Rouge, etc.
- Permitting and Utility Relocations-processing various right of way and traffic engineering permits from throughout the district and coordinating utility relocation activities on future and current projects.

15% 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 associations; 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.

10% 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 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 Evaluation System and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

10% Serves as the District 61 Lead for Emergency Support Function -1 and may be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

100%

POSITION SPECIFIC REQUIREMENTS

Engineer 8 Special Requirements

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

- Licensure as a Registered Professional Engineer with the State of Louisiana
- Position is subject to drug testing as per LA DOTD policies.
- Types of equipment used include but are not limited to cell phone, computer and appropriate software

ADA-Engineering
Engineer 9
Joshua Stutes (Detail)
#011500
Engineer 8
Vacant
50372147
Admin. Asst. 5
Mindy Zanovec
50381283 Unit 001
Engineer 6
Barry Moore
#116039
Unit 156
Engineer 6
Michael Ng
#50380301
Unit 170
Engineer Intern2
Seth Mosley
#50380302
Unit 170
Engr. Tech. 4
Stephen Peters
#147197
Unit 170
Engineer 3
Vacant
#176960
Unit 170
Engineer 6 DCL
Vacant
50380300 Unit 001
Engineering Tech DCL
Cedric LaCour
#83041 Unit 500
Unit 156
District Lab
Engr. Tech. 4
Natasha Russell
#50333685 Unit 170
Engr. Tech. DCL
Reno Johnson
#9670 Unit 500
Engr. Tech. 4
Montrell Wallace
#185412 Unit 500
Engineer 5
Sammy Lee
#141378 Unit 170
Engineer 5
Nick Ning
#169972 Unit 170
Engineer Intern 2
Alley Nguyen
#50526433 Unit 170
Engineer 5
Walid Shahla
#180275 Unit 170
Engineer 4
Garrett Marcel
#50531551 Unit 170
Engineer 3
Trenton Mayeux
#50454648 Unit 170