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:	50357403

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:	04/21/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189839
Consultant:	JCA
Supervisor:	DBA

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

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) ENGINEER 8	MAJOR AGENCY CODE & PERSONNEL AREA CODE 0700/0276	POSITION NUMBER 50357403
	CURRENT PAY LEVEL TS-322	CURRENT OFFICIAL JOB CODE 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	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
50356761	EBR(17)		☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764045600		27600TT102		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
HARROUCH, JOSHUA	☒ Yes ☐ No	JENNIFER MIZZELL

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD - OFFICE OF OPERATIONS - SECTION 56 - UNIT 001 - EAST BATON ROUGE(17)	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
CHIEF MAINTENANCE ENGINEER	50338296	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.

EMPLOYEE	DATE 4/19/2022	☒ 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	DATE 4/20/2022	☒ 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) DAVID MILLER / CHIEF MAINT. ENG. PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 4/20/2022	☒ 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.

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.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) DIRECTOR

"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."

Mission Statement

The mission of the position is to champion, lead, and administer all business functions 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 Chief Maintenance Engineer, Office of Operations, and regularly consults with the DOTD Secretary, Assistant Secretaries, District Administrators, Section Heads, Industry representatives, and other federal, state, and local agencies. This position is responsible for fostering cooperative partnerships with other state, federal and local governments, private firms, and contractors to effectively deliver ITS deployment and operations and Tolling Operations.

This position serves on a statewide basis and oversees the following ITS assets: 1 Statewide Traffic Management Center (TMC), 3 Regional TMC's, and 4 District TMC's, 1 Customer Service Center (CSC) and 1 Call Center for Tolling Operations, 500+CCTV traffic cameras, 100+dynamic message signs (DMS), 1 electronic toll collection system gantry, 20+ramp meters, and a statewide fiber optics communication network. The ITS staff level is 42 and the Tolling Operations staff level is 32 with the following direct reports: 2 – Engineer 7 DOTD, 1 – DOTD Program Director, 1 – DOTD Program Specialist 5, 1 – IT Technical Support Supervisor, and 1 – Administrative Assistant.

Specialized knowledge of Department policies, procedures, rules, and business practices of tolling operations along with applicable federal, state and local laws is required. The position participates in the required DOTD structured training program and obtains additional training to facilitate the performance of required tasks.

The incumbent is required to possess and maintain a valid Louisiana Driver's License and be knowledgeable in the safe operation of a passenger vehicle. The incumbent shall utilize the latest available technology such as a smart/cell phone, computers, email, and social media to facilitate effective communications.

The incumbent must be a strong leader who is highly self-motivated, decisive, and be able to perform multiple duties with general oversight and direction. The incumbent must be able to interpret the course of events and anticipate unforeseen conditions.

The duties and responsibilities of the position are:

70% Serves as the Administrator of the ITS and Tolling Operations Section with direct supervision over the Tolling Operations, ITS Systems Integration, Maintenance and Communications, Project Delivery and Systems Management/Operations Units within the Section. Represents the ITS and Tolling Operations Sections and champions the program at the executive level advising the Secretary, Undersecretary, Deputy Secretary and Administrative staff on all ITS business. Exercises regulatory supervision over ITS and Operations activities across the Department including the ITS and Operations functions of the Districts. Develops and sustains Departmental policies for the planning, design, construction, implementation, operations, and maintenance of ITS infrastructure required to support real-time transportation system operations and management.

10% Develops and maintains a strategic long-range plan, oversees capital outlay and operating budget including federal, state, and local funding, and technical training functions for the ITS and Tolling Operations programs. Prioritizes projects and determines best allocation of resources (staff, contract staff, and engineering consultants) to achieve desired goals for the Sections and assigns necessary resources. Establishes goals, objectives, priorities, and performance indicators consistent with State and Federal laws and regulations for the ITS and Tolling Operations Sections.

10% Advises and negotiates with the general public, elected public officials, federal, state and local officials, private organizations, consultants and contractors concerning ITS and Tolling Operations planning, deployment, development, operations, and maintenance functions, policies and requirements. Counsels local transportation officials on development, interpretation, and application of state and federal ITS and Tolling Operations policies and standards.

05% Represents the Department and State of Louisiana as a member of the American Association of Highway and Transportation Officials' (AASHTO) Subcommittee for Transportation Systems Operation and Management and other ITS and Tolling Operations organizations including ITS America Society, Gulf Region ITS State Chapter, and the International Bridge Tunnel and Turnpike Association (IBTTA). Participates in national ITS, IBTTA, and Transportation Research Board (TRB) meetings and panels, state and national policy development committees, and various oversight committees within DOTD including the Standing Committee on information Technology.

05% Performs and administers emergency operation and traffic-incident management functions including developing, implementing, and managing traffic management plans for evacuation and Contraflow Operations and coordinates such activities on behalf of DOTD with the Louisiana State Police (LSP).

PREFERRED QUALIFICATIONS

This position requires a minimum of 10 years professional engineering experience specializing in the practice and applied knowledge of advanced transportation/traffic and/or transportation systems engineering and/or ITS, 2 of which must have been at the advanced performance level (Engineer 6 DOTD).

VINCE LATINO
ASST. SECRETARY
VACANT
DOTD DEPUTY
ENGNEER
DAVID MILLER
CHIEF
MAINTENANCE
ENGINEER
BETTY GRIFFITH
ADM. ASSISTANT 5
OUTDOOR
ADVERTISING
DENISE GRAVES
DOTD PROGRAM
SPECIALIST 5
TONI HAWKINS
ENGINEERING TECH
4
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

CURRENT

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

Joshua Harrouch
ITS Engineer Director
TS-322
ENGR 8
50357403

Infrastructure Management & Communications

Erik Smith
Maint. & Comm.
Engr. Mgr.
TS-320
ENGR 7
50347457

Roy Esteven
ITS Systems Engr.
TS-319
ENGR 6 DCL
50310794

Anthony St. Phillip
ITS Systems Engr.
TS-317
ENGR 5
50319392

Joseph Drago
ITS Field Maint. Mgr.
WS-221
ITS TECH MGR
00010699

Shannon Kitto
ITS Systems
Engineer
TS-317
ENGR 5
50369196

Coley Johnson
ITS Maintenance
Supervisor
WS-220
ITS TECH SUPV
50501020

William Beatty
ITS Tech
WS-219
ITS TECH SPEC
00091440

Nathaniel Anderson
ITS Tech
WS-218
ITS TECHNICIAN 3
00009115

Joey Lawson
ITS Tech
WS-218
ITS TECHNICIAN 3
50510311

Proposed
ITS Maintenance
Supervisor
WS-220
ITS TECH SUPV

Kent Domingue
ITS Tech
WS-219
ITS TECH SPEC
00125744

Harry Doucet
ITS Tech
WS-218
ITS TECHNICIAN 3
00014011

David Glaviano
ITS Tech
WS-218
ITS TECHNICIAN 3
00007273

Don Bastin
ITS Tech
WS-219
ITS TECH SPEC
00142243

Clyde Williams
ITS Tech
WS-219
ITS TECH SPEC
00132225

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
50510310

Planning & Programming

Robin Wright
Statewide TIM
Coordinator
AS-619
DOTD PROG SPEC 5
50361730

System Integration

Rosalinda Deville
System Integration
Mgr. TS-315
IT TECH SUP SUPV
50396117

Steve Watson
ITS Network Admin.
TS-313
IT TECH SUP SPC 3
50321326

John Frederic
System Integration
TS-312
IT TECH SUP SPC 2
50396153

Proposed
ITS Maintenance
Supervisor
WS-220
ITS TECH SUPV

Shane Maddie
ITS Tech
WS-219
ITS TECH SPEC
50510312

Vacant
ITS Tech
WS-219
ITS TECH SPEC
00185163

Chris Crossley
ITS Tech
WS-218
ITS TECHNICIAN 3
00092476

Timothy Keene
ITS Tech
WS-219
ITS TECH SPEC
00167501

David Lockhart
ITS Tech
WS-218
ITS TECHNICIAN 3
00115736

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
00133905

Mark Vignes
ITS Maintenance
Supervisor
WS-220
ITS TECH SUPV
50501019

Daniel Brower
ITS Tech
WS-219
ITS TECH SPEC
50510588

Vacant
ITS Tech
WS-219
ITS TECH SPEC
00185681

Ronnie Hull
ITS Tech
WS-218
ITS TECHNICIAN 3
00175711

Administrative & Business Support

Diana Lafleur
Admin. Asst.
AS-613
ADMIN ASST. 5
50361878

Scott Rundell
Tolling Ops. Dir.
AS-622
DOTD PROG DIR
50470711

Section 70

Systems Management & Operations

Lucy Kimbeng
ITS M&O Program
Mgr.
TS-320
ENGR 7
50457774

Vacant
ITS Project Mgt. Engr.
TS-319
ENGR 6 DCL
50594820

Alaa Shams
ITS Project Mgr.
TS-317
ENGR 5
50457773

Ben Nichols
ITS Project Mgr.
TS-317
ENGR 5
50411454

Tyler Henderson
ITS Project Mgr.
TS-313
ENGR INTERN 2
503813089

Vacant
Student
00185163

SECTION 56 (ITS)

TOTAL POSITIONS:	37
Authorization:	37
Personnel:	31

***Not including Section 70 – Tolling Operations*

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)
SECTION (Section 56)
Louisiana Department of Transportation and Development

Recommended Approval — Date
ITS Director

Approved — Date
Assistant Secretary of Operations