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:	50372139

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:	11/18/2020
Position Audited:	No
Audit Date:	
Comments:	Job code does not match listed job title

Log Number:	174332
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.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ S.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
70 0 10276	50372139

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	165450
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
LACHNEY, JONATHAN L.	☒ Yes ☐ No	JENNIFER MIZZELL

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/OFFICE OF OPERATIONS/DISTRICT08/UNIT 001/ALEXANDRIA/RAPAPIDES/40	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 9	00008665	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	10/19/2020 ~~9/25/2019~~	☒ 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	11/16/20	☑ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of tha contents and have attached comments.
APPOINTING AUTHORITY (Required)	11/16/20	☑ 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.

TROY ROUSSELL ENGR 9 DOTD
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.

Engineer 8 (Assistant District Administrator of Engineering) Position No. 50372139

Function Statement:

While in the 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.

The overall function of this position is to serve as the Assistant to one of DOTDs nine District Administrators [Engineer 9] for Engineering. As such the position is responsible for planning, managing, directing, and evaluating the effectiveness of the district's program delivery, water resources, and constructability reviews/construction materials testing programs for the Alexandria district, which consist of seven [7] parishes, 2,623 miles of roadway, ROW Permit Coordination, Utility Relocation, and Transportation Planning. This position is located in District 08, Unit 001, of the Department of Transportation and Development. The position reports directly to the District Engineer Administrator [Engineer 9], 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 position 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.

Job Duties and Responsibilities:

55% Supervises a staff of professional, multi-disciplined engineering supervisors, paraprofessional and technical engineering employees, nine [9] direct reports, total of 39 direct/indirect reports responsible for the following districts functions:

- Program Delivery- liaison with Regional or Metropolitan Planning Organizations, district program/project planning; survey/design/plan development for preservation, overlay, interstate maintenance, bridge replacement, reconstruction, highway safety and public works programs for the district; property survey/soil surveys/topographic survey; quality assurance program; utility relocation; delivery of district's pavement management/priority program; proposals, contracts and specifications, bid letting for district, recommends projects for pavement preservation/capacity/safety enhancement programs.

- Construction Coordination - constructability reviews, material testing, inspection/certification of asphalt and concrete plans; quality assurance program; may review plan changes with regards to material testing and ROW permits. Oversight of district training activities.

- Public Works and Water Resources- dam/levee safety inspections, water well and levee registration/inspections, hydraulic studies, drainage, flood control, surveying, provide engineering services to three [3] levee boards, coordinates statewide flood control programs and port priority program projects.

15% 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.

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 hearings or meetings; answers interrogatories and requests 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% Serves as appointing authority for all employees under his/her jurisdiction; develops staffing and workforce planning needs; may additionally serve as final signatory on various business documents, such as payroll, procurement, leave and travel expenditures, Performance Planning and Reviews and other personnel actions; ensures agency policies and procedures, including those related to safety, workforce development, etc., are followed.

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

Total Percentage: 100%

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☒ This position has the following special requirements:

The incumbent is required to possess the following specialized knowledge, skills, and abilities as well as to maintain the following licensing and operate the following equipment: • Professional Engineering license with Louisiana Engineering and Land Surveying Board • Plus eight years of professional engineering experience, one year of which must have been at the supervisory level or above. • Operate a personal computer, adding machine and smart phones.

SPECIAL PAY / WORKING CONDITIONS

☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☐ This position is considered Disaster Essential

☐ This position has other special pay/working conditions:

Engineering
District 08
Rev. 10-19-2020