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:	50372117

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:	01/24/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	199349
Consultant:	AJO
Supervisor:	DEZ

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
0276	50372117

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
Johnson, Ennis	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD- Office of Operations - District 02 - Gang 001 - Bridge City, Jefferson Parish (26)	(225) 379-1259

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9	120901	mary.e.thomas@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

5	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 Ennis Johnson	1/9/23	☑ 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	☐ 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.
Chris G. Morvant APPOINTING AUTHORITY (Required)	DATE 1/9/23	☑ 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.
Chris G. Morvant, District Engineer Administrator 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.

Function Statement:

The position functions as the Assistant to DOTD's District 02 Administrator (Engineer 9) for Engineering. As such, the incumbent 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 District 02, which consists of 7 parishes, over 1133 miles of roadway, 34 movable bridges, over 750 fixed bridges, 2 pumping stations, 2 navigational locks and 3 tunnels. The incumbent also oversees management over projects involving the New Orleans and Houma Area Hurricane/Protection Systems.

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:

50% Supervises a staff of professional, multi-disciplined engineering supervisors, paraprofessional and technical engineering employees responsible for the following district functions:

Program Delivery – Liaison with New Orleans Regional Planning Organizations and South Central Louisiana Planning Commission, district programs/project planning; survey/design/plan development and proposal preparation for preservation, overlay, interstate maintenance, bridge replacement, reconstruction, highway safety, urban system, contract maintenance, and public works programs; property surveys/soil survey's/topographic surveys; quality assurance program; right-of-way coordination; utility relocation; environmental coordination; delivery of district's pavement management/priority program; proposals, contacts and specifications; bid-letting for district; and recommends projects for preservation program of highways and bridges.

Construction Coordination - Constructability reviews and materials testing, inspection/certification of asphalt and concrete plans; quality assurance program; Site manager coordinator/implementation; and reviews plan changes with regards to material testing, etc.

Public Works and Water Resources – Oversees the development of plans/proposals for Hurricane/Flood Protection; dam/levee safety inspection; water wall and levee registration/inspection; hydraulic studies; drainage; flood control; surveying, etc.

Permitting – Manages District 02 Highway/Right-of-way Permit Section. Works closely with staff on the review of all permits submitted. Has signature authority on all permits.

20% Develops and maintains effective working relationships with federal, state, and local officials and governing bodies; effectively communicates with diverse group of stakeholders and customers, including representatives of the Federal Highway Administration (FHWA), Corps of Engineers (COE), industry contractors and consulates, local media, and members of the general public. Makes presentations to various organizations and associates, schedules, plans and conducts meetings and/or corresponds in writing on district programs and projects; attends public hearing or meetings; answers interrogatories and request for information pertaining to litigation; gives depositions and provides expert testimony and/or acts as an agency representative in legal proceedings involving the agency, including litigation relative to design, water resources, flood protection and permitting.

15% Develops and/or participates in the development of strategic plans, district goals and objectives, budget development/control/expenditures, performance indicates, 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 projects, and financial and human resource's management.

10% Serves as appointing authority for all employees under his/her jurisdiction; develops staffing and workforce planning needs; may additionally serve as a final signatory authority on various business documents, such as payroll, procurement, leave, travel,

expenditures, Performance Planning and Evaluations and other personnel actions, and ensures agency policies and procedures, including those related to safety, workforce developments, etc. are followed.

5% Position is responsible for coordinating with the Office of Homeland Security and Emergency Preparedness in the preparation and recovery from emergency situations. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. Serves as the lead for the ESF-1 District Operations.

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:
Possession of a valid Louisiana Professional Engineer License and a valid Louisiana Driver's License

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:

50399467-D02/G001 - ADA-ENGINEERING - BRIDGE CITY

50018583-D02/G001 - ADMIN/OPRS / BRIDGE CITY

)018583-D02/G001 - ADMIN/OPRS / BRIDGE CI
0120901-DISTRICT ENGINEER ADMINISTRATC
SCOTT BOYLE — Pers# 00015630
TS-323 — Job# 00171280
CHRIS MORVANT — Pers# 00017042
TS-323 — Job# 00171280

386801-D02/G001-ADA BUSINESS - BRIDGE CI
50375721-ADMIN PROGRAM DIRECTOR 3
KELLY GUIDRY — Pers# 00069889
AS-620 — Job# 00170660
2

9467-D02/G001 - ADA-ENGINEERING - BRIDGE
50372117-ADA ENGINEERING
ENNIS JOHNSON — Pers# 00071705
TS-322 — Job# 00109100
5

)9468-D02/G001 - ADA-OPERATIONS - BRIDGE
50372228-ENGINEER 8
Vacant position
TS-322 — Job# 00109100
10

)399469-D02/G001 - ADA-OPERATIONS - HOUM
50372229-ENGINEER 8
CHRISTOPHER ROGERS — Pers# 00230579
TS-322 — Job# 00109100
38

)399470-D02/G001 - AREA ENGINEER - KENNE
50376455-AREA ENGINEER
RICHARD SKOIEN — Pers# 00003840
TS-320 — Job# 00109340
47

399471-D02/G001 - AREA ENGINEER - N.O. EA
50376456-AREA ENGINEER
JUSTIN GUILBEAU — Pers# 00170947
TS-320 — Job# 00109340
53

99472-D02/G001 - AREA ENGINEER - WEST B/
50376457-AREA ENGINEER
NELSON CAPOTE — Pers# 00057798
TS-320 — Job# 00109340
59

)0399473-D02/G001 - AREA ENGINEER - HOUM
50376458-AREA ENGINEER
JACOB ONCALE — Pers# 00247970
TS-320 — Job# 00109340
68