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:	50355432

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:	04/28/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190245
Consultant:	DBA
Supervisor:	KLC

Louisiana SCS 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.

K REV

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0276	50355432

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Field Quality Assurance Administrator (ENGINEER 7)	TS-320	109340
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
50021581	2761032200/27600TT102	EBR	0050

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
Davis, Jason	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Engineering/Section22/Unit001		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	115906	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
Vacant	9136	ENGINEER 7 DOTD
Matthew Jones	119600	ENGINEER 7 DOTD

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

3	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		☐ 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.
for APPOINTING AUTHORITY (Required)	4/18/22	☑ 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.
for Michael Vocburg Chief Constituent Mgt. Engineer — 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.

While in official capacity, the employee must comply with any applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

The mission of the Materials and Testing Section is to develop, administer, and regulate the Department's Materials Quality Assurance Program and the geotechnical testing program in cooperation with our public and private partners. The Materials Quality Assurance Program includes materials evaluations and design, materials, specification development, and conformance programs.

25% Assistant Materials Engineer Administrator – Serves as technical advisor to Materials Engineer Administrator in handling complex, multi-faceted, statewide issues, especially those affecting Quality Assurance. Provides specialized assistance and leadership in developing policies, procedures and specifications applicable to statewide engineering material programs. Confers with other state DOTs, FHWA, LAPA, CAAL, LTRC, District personnel and Contractors to collaborate and assess options. Acts with the Administrator's authority to ensure that Section's operations and services are maintained. Assists with administrative matters such as budget, personnel, and organization. May chair or handle special Material Section endeavors as needed, such as Specifications, Materials Sampling Manual, Test Procedures, Technician Certifications, etc. Serves as technical expert and advisor for numerous job-related committees, such as LTRC Research, ASTM, and AASHTO, as related to expertise.

25% Field Quality Assurance – Serves as technical advisor and provides support to Project Engineer Offices and District Laboratories in the implementation and operation of the Quality Assurance Program. Acts as a consultant/advisor to resolve problems and ensure consistent statewide application. Communicates frequently with District Lab Engineers (Engr. 5), District Construction Coordinators (Engr. 6), and Project Engineers (Engr. 6) and uses mature engineering judgement to identify, evaluate, and resolve complex and technical materials engineering problems and processes in the statewide materials acceptance program and in the quality control of contractor's work. Strives to improve the system's efficiency and effectiveness. Makes decisions and recommendations to the district engineers and high level administrators that are recognized as authoritative with important impact on field quality assurance activities.

20% Manages Lab Units – Serves as administrator, supervisor, and technical advisor for the Engineer 6 DOTD responsible for the Chemical Unit and Special Testing Unit. The Chemical Unit provides technical expertise and full chemical analysis of highway products such as glass beads, traffic and bridge paint, cement, concrete admixtures, metals, and asphalt. The Special Test Unit provides expertise and coordinates the quality assurance of asphalt, asphalt emulsions, geotextile fabric, plastic pipe, reflectorized sheeting, traffic control products, rubber, thermoplastic, joint materials, and associated items. Administers quality assurance for local, national, and international sources of highway products in the asphalt products and special testing units which are used in statewide construction and maintenance projects by standardizing qualification procedures for these materials and testing protocol and review of supplier quality control data.

10% Independent Assurance Coordinator – Administers the statewide independent assurance program for the Department providing independent third party testing and review of contractor and department testing and equipment. Provide for dispute resolution and forensic testing of asphaltic materials. This program utilizes a system based approach designed to identify opportunities to improve accuracy and precision of all test methods.

10% NTPEP Coordinator - Represents LADOTD and acts as Materials Lab Coordinator for the AASHTO National Transportation Product Evaluation Program (NTPEP). Within NTPEP, works with technical representatives from other DOT's to organize activities related to the development and increased use of national testing and evaluations in order to streamline local testing.

5% Specialized Quality Assurance Projects - Assist the Materials Engineer Administrator by handling special technical and managerial projects and assignments as needed, such as evaluation of warm mix additives, implementation of research such as Gel Permeation Chromatography testing and specifications, reporting of Matlab goals, etc.

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

ORGANIZATION CHART
MATERIALS AND TESTING
SECTION 22

CURRENT 03/22/2022
T.O. 42
(38 Filled)