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:	50372187

Allocation Action:	Job Correction
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	164510
Consultant:	JKM
Supervisor:	ALG

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: JENNIFER MIZZELL
HQ HUMAN RESOURCES

FROM: TATIANA RUFFIN

DISTRICT/SECTION: DISTRICT 62

STAMP IN DATE:

DISTRICT ANALYST CHECKLIST		HQ ANALYST CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Authorization for Actions Not Requiring Internal Posting form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☑	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☐	Complete and attach an SF-3A form.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

ENGINEER JOB ASSESSMENT UPDATE

POSITION DESCRIPTION

STATECIVILSERVICE

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 ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0276	50372187

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8 DOTD	TS 322	165460
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 8	TS322	109100

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50021666	2764026200	Tangipahoa	0276

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
deArmas, Seth J.	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD, Engineering/Operations/District 62, Gang 001		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9	011720	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
Gary Eldridge	50372174	Engineer 8
Terri Hammack	50372148	Engineer 8

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.

	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.
APPOINTING AUTHORITY (Required)	11-21-16	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Larry Shaver Jr. District Administrator		

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 - Operations
Engineer 8

Function Statement:
The overall function of this position is to act as the Assistant to the District 62 Administrator (Engineer 9) for Operations, and, as such, is responsible for: planning, managing, directing and evaluating the effectiveness of the district's operations, to include movable bridges, ferries, roadside development, equipment/vehicles, traffic engineering and operations; district wide maintenance of roads, bridges, facilities, emergency operations, etc. District 62 consists of 6 parishes, 1846 miles of roadway, 1057 bridges, 8 movable bridges, 3 rest areas, etc. This position is located in the District 62 Headquarters Office Building, Tangipahoa Parish (53), of the Department of Transportation and Development and reports directly to the District 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 DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

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:

A current Louisiana license to practice professional engineering plus eight (8) years of professional engineering experience, two years of which must have been at the supervisory level or above.

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

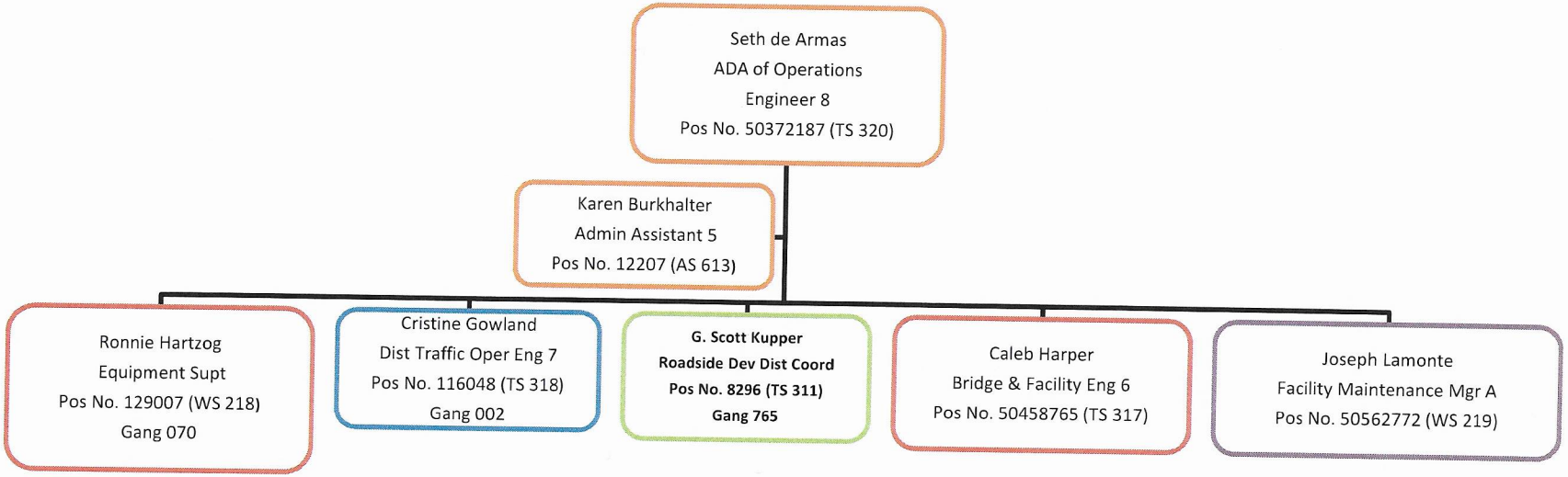
50% Supervises a staff of engineering/maintenance specialists/supervisors, responsible for the following district functions:

- District-wide Bridge Maintenance - bridge inspection, bridge/facilities maintenance including bridge decks/pilings/guardrails/fences, drainage/electrical crews, movable bridge operations, tree removals, etc.
- District-wide Road Maintenance – machine leveling, installation and repair of drainage structures, pavement patching, erosion repairs, tree removal, etc.
- Roadside Development- rest area management, erosion control, herbicide applications and other landscape-related projects along state highways; sewerage treatment facilities.
- District-wide Facilities Maintenance
- Provides technical assistance to Area Engineers regarding mowing contracts and herbicide applications
- Special Projects - oversees, plans, and executes emergency procedures for District such as: emergency/incident management, road/weather emergency management, message boards, etc.
- Traffic Operations - sign fabrication, roadway striping, signal repair/installation, pavement marking, outdoor advertising, ITS, and Accident Investigations
- Traffic Engineering - traffic engineering and traffic studies; preparation of reports pertaining to installation/modification of traffic control devices, speed limits, traffic counts, abnormal accident locations, traffic safety, etc.; preparation of traffic control plans/work zone designs/striping plans; outdoor advertising
- Equipment Management/Inspection/Repair - equipment replacement program, equipment and vehicular repair, parts inventory/warehousing
- Random Drug Testing Coordinator
- Makes recommendations to District Engineering for Contract Maintenance Program
- Manages letter bid contracts for major repairs

20% 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, automation and other duties typically associated with 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 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.

10% Serves as appointing authority for all employees under his jurisdiction; may additionally serve as final signatory authority on various business documents, such as payroll, purchasing, leave, travel, expenditures, performance evaluations, 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 activities.

DISTRICT 62 - ADA OF OPERATIONS