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:	50372220

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:	07/13/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	206272
Consultant:	KS
Supervisor:	AD

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 700/0276	POSITION NUMBER 50372220
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) Engineer 8 (Assistant District Administrator - Engineering)	CURRENT PAY LEVEL TS-322	CURRENT OFFICIAL JOB CODE 109100
REQUESTED OFFICIAL JOB TITLE Engineer 8 (Assistant District Administrator - Engineering)	REQUESTED PAY LEVEL TS-322	REQUESTED OFFICIAL JOB CODE 109100

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 DeSelle, Michael	Employee Qualifies For Job ☒ Yes ☐ No	HUMAN RESOURCES CONTACT Jamie Henry
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD/OFFICE OF OPERATIONS/DISTRICT 03/LAFAYETTE PARISH/UNIT 001		HUMAN RESOURCES TELEPHONE (225) 379-1669
OFFICIAL TITLE OF SUPERVISOR ENGINEER 9 / DISTRICT ENGINEER ADMINISTRATOR	DIRECT SUPERVISOR'S POSITION NUMBER 9713	HUMAN RESOURCES EMAIL jamie.henry@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

9	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 7/12/23	☑ 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 7/12/23	☑ 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.
APPOINTING AUTHORITY (Required) Eric Dauphine Engineer 9 (District Administrator) PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 7/12/23	☑ 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.

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 incumbent of this position functions as Assistant to the District Engineer Administrator (Engineer 9) for Engineering in District 03. As such, the incumbent is responsible for planning, managing, directing, and evaluating the effectiveness of the program delivery, water resources, district laboratory, permits, and constructability reviews/construction materials programs for the District. This position reports directly to the District 03 Engineer Administrator. The incumbent must 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 or required tasks.

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 and Responsibilities:

80% Manages a staff of professional, multi-disciplined engineering supervisors, as well as para-professional and technical engineering employees responsible for the following District functions:

Program Delivery – Serves as liaison with Regional and Metropolitan Planning Organizations. Manages the survey, design and plan development processes for overlay, interstate maintenance, bridge replacement, reconstruction, highway safety, and public works programs for the District. Prioritizes and assigns work to subordinates to ensure timely completion of projects. Participates in pre-design, district review, and plan-in-hand meetings. Reviews plans at various stages of completion (first draft, preliminary, etc…); as well as, pre-design reports, design reports, and design exception requests for conformity to established Department and FHWA policies, appropriateness of design approach, and for clarity and accuracy. Responds to inquiries by subordinate engineers and design technicians concerning design issues. Makes final decisions involving design approach, plan details, and application of design policies. Coordinates with environmental regarding reports for clearance, as well as, proposals, contracts, and specifications/bid lettings at the district level.

Water Resources – Manages the water resources activities for the District including hydraulic and other similar studies. Reviews the work of subordinate engineers, technicians, and other support staff to ensure conformity with established policies and procedures. Schedules assignments to ensure work is completed in a timely manner. Directs subordinate personnel in surveys and studies of flooding problems reported by the District Maintenance Section, other governmental agencies, elected officials, and/or the general public. Supervises subordinates engaged in determining appropriate size of drainage structures and in conducting hydraulic reviews of construction plans prepared by consultants or DOTD HQ personnel. Reviews and/or prepares applications for the statewide Flood Control Program.

Construction Coordination – Supervises constructability reviews, materials testing, utility relocation, inspection/certification of asphalt and concrete plants, quality assurance program, and SiteManager/Headlight coordination/implementation to include checking plan changes prior to approval.

District Laboratory – Provides direction and management of the District-wide quality assurance program for construction and maintenance. Liaison between the District and Design, Research and Materials Section, Contractors, Federal/State/Local agencies for coordination and implementation of policies and procedures regarding sampling, testing, materials usage, and specifications.

Permits/Utilities – Reviews and approves all applications for permits to occupy highway right-of-way in the District. Schedules and conducts meetings with property owners, utility owners, governmental bodies, and other interested parties regarding the occupancy of highway right-of-way by facilities not owned by DOTD; explains the Department's policies and procedures ensuring that all requirements are met while working with the owner of the facility in question to accommodate their needs with DOTD's interest in mind. Maintains detailed reports of all permits issued to ensure that they are properly entered in the computer.

Special Projects – Oversees plans and executes emergency procedures, as well as preparedness and response plans for the District; directs activities for emergency situations/natural disasters/hazardous material situations (such as ESF-1).

15% General Administration:

Develops or participates in the development of strategic plans, district goals and objectives, budget development, control, expenditures, performance indicators, long and short term planning efforts, evaluations of efficiency and effectiveness, measurements of results achieved, resource utilization, change management, automation, and other duties typically associated with financial and human resources management. Reviews and approves documents including payroll, equipment reports, travel authorization, expense accounts, and other similar documents. Recommends personnel actions to include, but not limited to, hiring, promotions, and disciplinary actions.

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 for information pertaining to litigation; gives depositions; provides expert testimony and/or acts as an agency representative in legal proceedings involving the agency.

Serves as appointing authority for all employees under his/her jurisdiction; develops staffing and workforce planning needs; may serve as final signatory on various business documents, such as, 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 activities.

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:

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:

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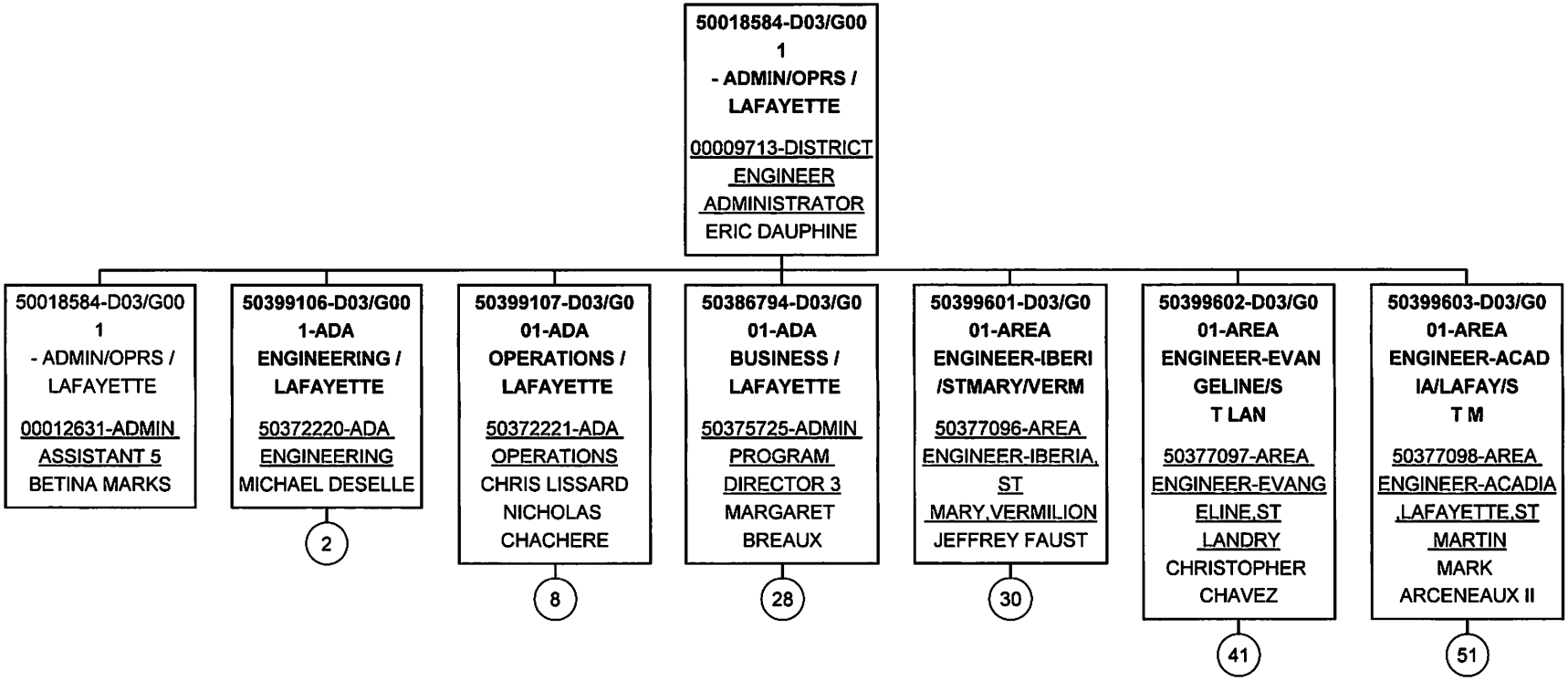
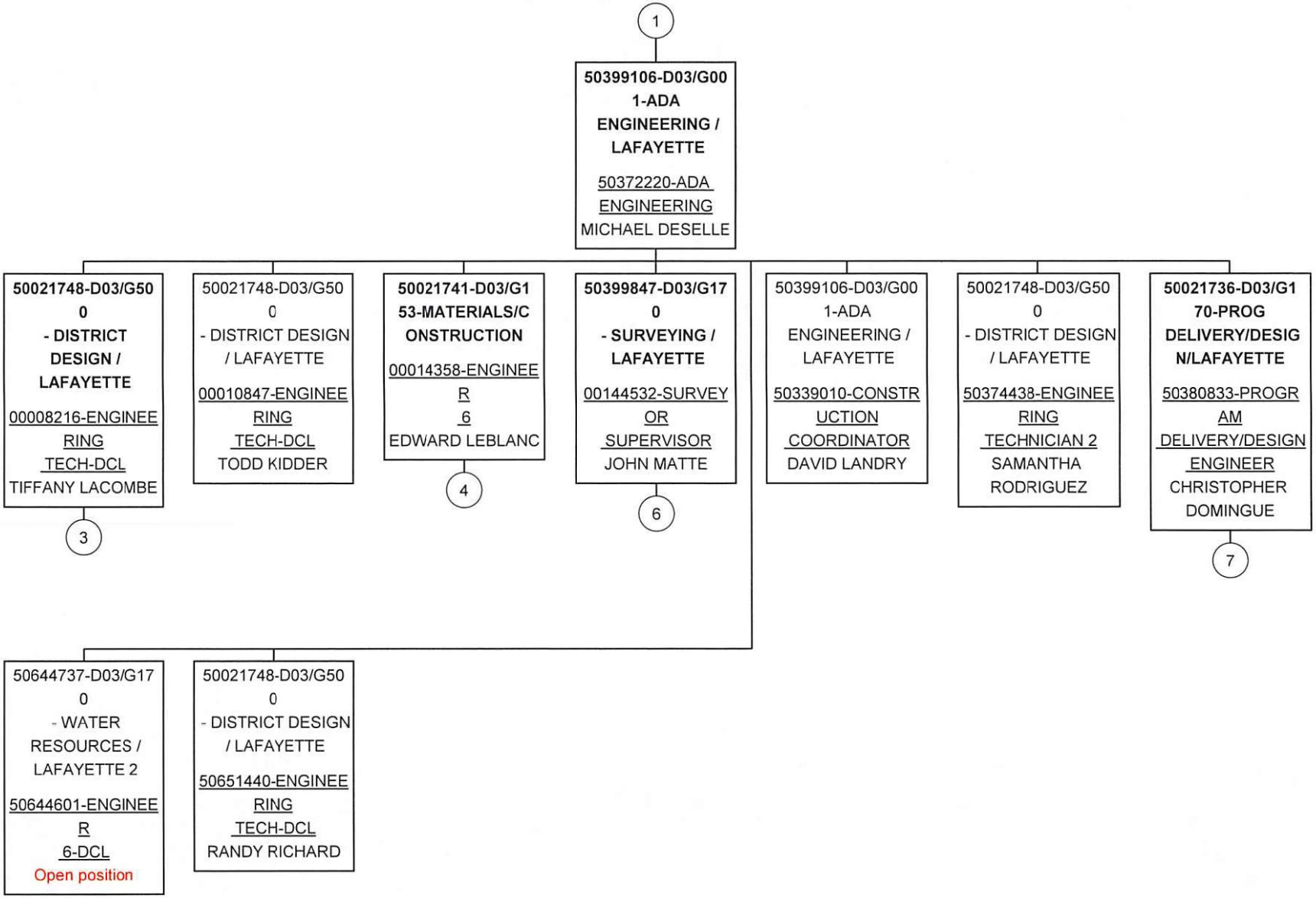
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