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:	50385104

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:	12/01/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	185172
Consultant:	JCA
Supervisor:	DBA

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.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0700 / 0276	50385104

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
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

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
Kelly Kemp	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD / Office of Engineering / HQBuilding/Bridge Design/ Section 25/ Unit 008/ EBR (17)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	10003	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

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.
APPOINTING AUTHORITY (Required)	12/1/21	☒ 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.
ZhengZheng Fu, Bridge Design 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.

Engineer 7
Section 25, Unit 008

This position administers a consultant bridge group (Gang 009) and is also responsible for administering in house design staff, the Bridge Scour Program, Bridge Design Manual, and Standard Plans and Details.

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

40% Administers most Bridge Design Projects, which are designed and detailed by Consultants. Manages a professional staff of Engineers and Technicians who are responsible for multiple functions such as:

- Preparing and negotiating the project scope, schedule, man hours and final engineering services fee.
- Reviewing consultant proposals and provide feedback to the Consultant Evaluation Committee for selection.
- Reviewing plan content for accuracy, quality assurance and compliance with the Department's policies and procedures.
- Reviewing consultant invoices to approve for payment.
- Reviewing the construction cost estimate and the special provisions prepared by the consultants.
- Preparing scope of work for construction support provided by consultants.
- Reviewing consultants' responses to requests for information (RFIs) and the shop drawings when required.
- Providing project and task management for consultant projects.

10% Administers the preparation and maintenance of the Section's Bridge Design Manual, which is most critical for all DOTD bridge projects that are designed by consultants and in-house staff. Managing a professional staff of Engineers and Technicians who are responsible for multiple functions such as:

- Preparing the Bridge Design Manual that complies with AASHTO LRFD Bridge Design Specifications.
- Preparing the Bridge Design Technical Memoranda whenever appropriate to address all technical issues that are not addressed in the Bridge Design Manual.
- Updating the Bridge Design Manual for the revisions issued by AASHTO every year, and incorporates the Bridge Design Technical Memoranda issued in interim.

10% Administer the preparation and maintenance of the Section's Standard Plans and Special Details that are used for all DOTD bridge projects designed by consultants and in-house staff. These responsibilities are administered through managing a professional staff of Engineers and Technicians who are responsible for multiple functions such as:

- Preparing the Standard Plans and Special Details that complies with AASHTO LRFD Bridge Design Specifications and other AASHTO Technical Publications.
- Preparing the new Standard Plans and Special Details for the implementation of new initiatives mandated by AASHTO, FHWA or other entities.
- Updating these details for the revisions issued by AASHTO every year.

10% Administers the Federal Bridge Scour Program to assure the structural integrity of the bridge inventory with respect to bridge scour. Manages a professional staff of Engineers and Technicians who are responsible for multiple functions such as:

- performing and reviewing the structural evaluation of hundreds of bridges statewide for scour vulnerability and arriving at a method for mitigation of bridges, which are subject to critical levels of scour
- preparing consultant contracts for the structural evaluation and repair of the bridge structures that are critical to scour
- perform project management for all bridge projects require scour remediation
- reviewing hydrographic data and monitor bridge structures respect to scour

10% Administers the delivery of projects that are designed and detailed by in-house staff and consultants. Manages a professional staff of Engineers and Technicians who are responsible for multiple functions such as:

- identifying pilot projects that target at the implementation of new initiatives mandated by AASHTO, FHWA or other entities, results of research projects, innovative design and details, and bridge performance monitoring.
- Performing project management and task management of in-house design projects

10% Assists the Bridge Administrator Engineer 8 with various technical issues, policy issues, human resource issues and Performance Planning and Reviews for the Section.

5% Maintains nationwide exposure in the field of Bridge Engineering Research through one of these means, participating in AASHTO Bridge Committees, NCHRP project review panels, LTRC RPIC committees, PRC for LTRC research projects or other entities.

5% Performs other duties as necessary including, but not limited to, emergency/disaster support activities.

SECTION 25 ORGANIZATION CHART

UPDATED: 12/1/2021

LEGEND:			
ENG. 8	1	ENG. 4	0
ENG. 7	6	ENG. 3	3
ENG. 6	6	EI 1 or EI 2	11
ENG. 6 DCL	21	ENG. TECH.	11
ENG. 5	4	ADMIN	3

Total = 66
(Vacant positions not included.)

BRIDGE DESIGN "TO" = 69
CURRENTLY FILLED = 66
Δ GEMS – GEMS POSITION FOR IN-HOUSE WORK = 5
Σ NO. OF WAE EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0
Ψ NO. OF TEMPORARY JOB APPOINTMENT EMPLOYEES (DOES COUNT AGAINST "TO") = 0
β NO. OF CONTRACT EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0

UNIT 001

ZhengZheng "Jenny" Fu
ENG. 8
00010003

Celia Farquhar
ADMINISTRATIVE ASSISTANT 5
00011417

Courtney Doiron
ADMINISTRATIVE PROGRAM SPECIALIST "A"
50484208

UNIT 002
Structural Design
10 (8E/2T)

Artur D'Andrea
ENG. 7
00008896

- Mark Bucci, ENG. 6, 00167152
- Ananda Herath, ENG. 6 DCL, 00010381
- Phillip Grasso, ENG. 5, 00010475
- Mary Jean McAdams, ENG. 6 DCL, 50310800
- Δ John Krebs, ENG. 5, 50457776
- Vacant, EI 1 - ENG. 5, 00083032
- John Boothe, ENG. 3, 00007379
- Marcella Cummins, ENG. TECH. DCL, 00088176
- Yanlin Chen, EI 2, 00177149
- Vacant, EI 1 - ENG. 5, 50532980
- Δ Darrell Hymel, ENG. TECH. DCL, 50325345
- Vacant, ENG. TECH. DCL, 00010178
- Vacant, ENG. TECH. 5, 00012586

UNIT 003
Structural Design
Highway Safety
7 (5E/2T)

Chris Guidry
ENG. 7
00013417

- Vacant, ENG. 6, 00167153
- Carl Gaudry, ENG. 6 DCL, 50323690
- Corey Bourgeois, ENG. 5, 50336140
- Jolisa Doucet, ENG. TECH. 4, 50514860
- Laudun Landry, ENG. 3, 00173801
- Δ Mark Elkassouf, EI 2, 50488483
- Herb Thomas, ENG. TECH. 5, 50549252
- Vacant, EI 1 - ENG. 5, 00177147
- Vacant, EI 1 - ENG. 5, 50319158
- Vacant, EI 1 - ENG. 5, 50463720
- Vacant, EI 1 - ENG. 5, 50532979

UNIT 004
Structural Design
On- & Off-System Bridge Programs
Bridge Scour Program
12 (9E/3T)

Andrew Windmann
ENG. 7
00012976

- Valerie Tourres, ENG. 6, 00167154
- Barbara Ostuno, ENG. 6, 50514037
- Anthony Bamugo, ENG. 6 DCL (Scour), 50385147
- Vacant, EI 1 – ENG. 5, 00177135
- Brian Delatte, ENG. 6 DCL, 50417458
- Ryan Rodney, ENG. TECH. DCL, 00009340
- Danny Tullier, ENG. 5, 50543651
- Vacant, ENG. 6, 50613578
- Amy Nickel, ENG. TECH. 5, 00010876
- Amanda Ranck, ENG. 6 DCL, 50366668
- Vacant, EI 1 - ENG. 5, 50548201
- Brian Allen, ENG. 6 DCL, 50594333
- New, ENG. TECH DCL
- Hamed Babaizadeh Roshanfekr, ENG. 6 DCL, 50594334
- Andrew Kuyoro, ENG. TECH. DCL, 00011949

UNIT 005 (006)
Mechanical & Electrical Design
Lighting Program
16 (7ME/9EE)

Stewart Hingle
ENG. 7
50533129

UNIT 005

- Matthew Peneguy, ENG. 6, 00008379
- T.J. Dunlevy, ENG. 6 DCL, 50370219
- Christopher Arnold, EI 2, 00014330
- Jeffrey Hastings, ENG. 3, 50365867
- Δ Joseph Tanner, EI 2, 50535405
- Vacant, ENG. 6 DCL, 50389791
- Vacant, EI 1 - ENG. 5, 50535406
- Fallon Farber, ENG. 6 DCL, 50588052

UNIT 006

- Joseph Douglas, ENG. 6, 00009094
- Agnes Fung, ENG. 6 DCL, 50310795
- Christopher LeBourgeois, ENG. 6 DCL, 50397111
- Mon Tapalla, EI 1, 50554406
- Michael Armentor, ENG. 6 DCL, 50404127
- Nicholas Grass, EI 1, 50618204
- Richard Foster, ENG. 6 DCL, 50574267
- Loc Pham, EI 1, 50618203
- Δ Trung-Quan Nguyen, EI 2, 00177148
- Vacant, EI 1 - ENG. 5, 50535407

UNIT 007
Structural Design
Bridge Load Rating/Permits/Posting
9 (7E/2T)

Dana Feng
ENG. 7
50518302

- Kian Yap, ENG. 6, 50414680
- William Metcalf, ENG. 6 DCL, 00116065
- Dominic Segura, EI 1, 00083030
- Vacant, EI 1 - ENG. 5, 00183840
- Nathan Baylot, EI 1, 50566991
- Suba Herath, ENG. 6 DCL (Permit), 50414668
- Teri Hammett, ENG. TECH. DCL, 50411084
- Wei Peng, ENG. 6 DCL (Instrumentation), 50414669
- Δ Vacant, EI 1 - ENG. 5, 00084240
- Andy Aucoin, ENG. TECH. 5, 50522942
- Vacant, EI 1 - ENG. 5, 50319157
- Vacant, EI 1 – ENG. 5, 50336141
- New, ENG. TECH. DCL

UNIT 008
Structural Design
BDEM/Standards/Spec
9 (6E/2T/1IT)

Kelly Kemp
ENG. 7
50385104

- Vacant, ENG. 6, 00014071
- Seraphy Shen, ENG. 6 DCL, 50385127
- Xuyong Wang, ENG. 6 DCL, 00189490
- Susan Zhang, IT MANAGEMENT CONSULTANT 2 – DCL, 50547697
- Adam Lancaster, ENG. 6 DCL, 50310798
- Andrew Michael, ENG. 6 DCL, 50496738
- Kelsie Hazel, EI 1, 00182080
- Ahmad Burnos, ENG. TECH. DCL, 50548845
- Jennifer Prestridge, ENG. TECH. DCL, 50588024
- Vacant, EI 1 - ENG. 5, 00007365
- Vacant, EI 1 - ENG. 5, 00183841
- Vacant, EI 1 - ENG. 5, 00083033
- Vacant, EI 1 - ENG. 5, 50551943