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:	50376010

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:	03/14/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	188163
Consultant:	JCA
Supervisor:	DBA

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

TO: JENNIFER MIZZELL
HQ HUMAN RESOURCES

FROM: NATOYA MITCHELL

DISTRICT/SECTION: DISTRICT 62

STAMP IN DATE:

DISTRICT HR CHECKLIST		HQ HR CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!**	☐
☐	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 Non-Competitive Action Authorization 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 form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3.	☐

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.)

Update Needed

STATE CIVIL SERVICE

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
	50376010

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS 318	00109340
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7	TS318	00109340

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

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
50400046	Livingston	0276	☐ 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
Graves, Philip	☒ Yes ☐ No	Jenifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
LA DOTD/ENGR/OPERS/Dist 62/Unit 001 Livingston Parish (32) Work Location: Walker, LA		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Larry Sharp	Engineer 9	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
Lacey McCaskill	50376008	Engineer 7
Clay James	50376009	Engineer 7

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) LARRY SHARP JR. DISTRICT ADMINISTRATOR PRINT NAME AND TITLE OF APPOINTING AUTHORITY	3-10-22	☒ 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.

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.

Area Engineer – West
Engineer 7

Function Statement:

The overall function of this position is to act as a DOTD engineer with primary responsibility for organizing, planning, scheduling, executing and coordinating construction and maintenance activities on roads, bridges, levees, buildings and facilities within Livingston and St. Helena Parishes. This position is located in the District 62 Livingston (32) Office 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 years of professional engineering experience, one year 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

30% Supervises a staff of 1 Project Engineers (Engineer 6), 1 Parish Maintenance Specialist (ET 7), and 1 AA4 (office) for a total of 3 direct reports responsible for the following district functions:

Maintenance: Planning and budgeting work with maintenance supervisors to ensure infrastructure maintained in good working condition; has input in the development of the material and equipment budgets, road maintenance needs, mowing and litter contracts, maintenance contracts with municipalities, RAP Program, Adopt-A-Road program for respective parishes; ensures adherence to safety regulations, routine roadway inspection schedules, removal of illegal signs, collection of roadway condition information for highway needs; recommends projects for contract maintenance projects and preservation program of highways and bridges, etc.

Construction: Construction project inspection, sampling and testing, contract administration; contractor compliance with plans/specifications; resolution of complex contract issues/problems/disputes; accountable for safety/quality of project and delivery on time/budget; approval of Category 2 change orders; approval of project/contract expenditures.

25% Accountable for all maintenance, construction projects, and prioritized pavement preservation program in area; is accountable for project development and delivery, maintaining positive working relationship with stakeholders; is responsible for championing funding for operations in assigned area.

15% Serves as appointing authority for all employees under his/her 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.

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 representative of the Federal Highway Administration (FHWA), industry contractors and consultants, local media, and members of the general public. Makes presentations to various local organizations as well as professional associations; schedules, plans, and conducts

meetings and/or corresponds in writing on area's programs and projects; attends pre-construction meetings, public hearing and/or other public 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% 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.

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

District 62
Area Engineer West