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:	50386088

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:	07/18/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	193282
Consultant:	JCA
Supervisor:	DBA

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: 0276	POSITION NUMBER: 50386088
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Engineer 7	CURRENT PAY LEVEL: TS 320	CURRENT OFFICIAL JOB CODE: 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	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: Lott, Robert	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/Office of Engineering/Environmental Section (Sec. 28 - Unit 003)		HUMAN RESOURCES TELEPHONE: (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR: Engineer 8	DIRECT SUPERVISOR'S POSITION NUMBER: 008134	HUMAN RESOURCES EMAIL: 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

7	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: Robert Lott	DATE: 7/18/22	☑ 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: N. Ardoin	DATE: 7-18-22	☒ 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.
APPOINTING AUTHORITY (Required): N. Ardoin PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Noel Ardoin Environmental Engr. Adm.	DATE: 7-18-22	☒ 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.

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 of Work:

In a supervisory capacity, plans, develops, coordinates and directs a number of large and important projects/programs or a project/program of major scope and importance. Plans and develops projects/programs concerned with unique or controversial problems that have an important effect on the organization. Carries forth the Section's mission to provide environmental planning, analysis, and documentation in accordance with the National Environmental Policy Act (NEPA) for Departmental actions. Directs the performance of the Environmental Section's engineering staff, responsible for Stage 1 of the project delivery process, and the engineering technicians, responsible for permitting.

This position requires a driver's licenses to participate in field investigations as well as public and agency involvement events. This position also requires a current Professional Engineering license issued by the Louisiana Professional Engineering and Land Surveying Board.

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.

40% DIRECTS THE PREPARATION OF ENVIRONMENTAL DOCUMENTS AND WORK OF ENVIRONMENTAL ENGINEERING STAFF AND CONSULTANTS

This position reviews environmental documents, including Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, Highway Traffic Noise Studies, Air quality Impact Assessments, and Phase I Environmental Site Assessments for compliance with applicable Federal, State and local regulations and standards, including the National Environmental Policy Act (NEPA), and Federal Highway Administration (FHWA), American Association of State Highway and Transportation Officials (AASHTO) and American Society of Testing Materials (ASTM) standards and procedures. These reviews require extensive knowledge of the standards of environmental practice and the policies and procedures of various agencies, such as FHWA, the U.S. Army, Corps of Engineers, Environmental Protection Agency (EPA), US Coast Guard, LA Department of Natural Resources, LA Department of Environmental Quality, and LA Department of Wildlife and Fisheries. This also requires sufficient knowledge of Federal Metropolitan Planning Regulations to review compliance and conformity.

This position directs work assignments, provides technical expertise and training and evaluates the performance for subordinate employees and consultants. Such direction requires that assignments be distributed equitably among subordinates and leadership by contributing technical expertise and training above that of journey level. This position also manages the work flow of subordinates and consultants such that deadlines in the Project Development Process are met for timely implementation of projects. This position utilizes experience, expertise and training in environmental and planning procedures to assist subordinates and consultants with project assignments. This position evaluates the performance of subordinate staff on individual tasks and annual performance planning/reviews. This position provides direction to consultants in preparation and processing of environmental documents and interpretation and applicability of environmental regulations and guidance. This position, as Assistant Environmental Engineer, administers the operation of the Environmental Section in its entirety in the absence of the Environmental Engineer Administrator.

40% RESPONSIBLE FOR ENVIRONMENTAL PERMITS

This position is responsible for and supervises the environmental permitting unit which obtains wetland permits from the US Army Corps of Engineers, bridge permits from the US Coast Guard, Water Quality Certificates from Dept. of Environmental Quality, Coastal Use Permits from the Dept. of Natural Resources, Scenic Stream permits from the Dept.

of Wildlife and Fisheries, and other permits such as levee permits for Department's projects prior to construction. This position directs the priorities of the permitting unit and consultants. This position is the main point of contact for resolving any permitting issues within the Department and with the agencies. This position directs work assignments, provides technical expertise and training and evaluates the performance for subordinate employees and consultants who work with permitting.

5% RESPONSIBLE FOR ENVIRONMENTAL LEADERSHIP AND STREAMLINING INITIATIVES

This position is responsible for environmental leadership and streamlining initiatives for the Department. Environmental leadership entails the promotion of environmental considerations as paramount in fulfilling the Department's Environmental Policy and mission. This position reviews regulatory and policy changes and advises the Administration on changes to the Project Development Process which would more efficiently implement projects. This position develops procedures and methodology for implementing the changes and oversees implementation for the Department. This requires the use of environmental leadership principles and close coordination with Federal and State agencies to accomplish streamlining the process while fully complying with all regulations, guidance, policies and standards.

5% PREPARES ENVIRONMENTAL DOCUMENTS

This position also prepares the types of documents in conformance with applicable regulations and procedures as listed above. In the preparation of these documents, this position maintains close coordination with advisory staff, project managers, metropolitan planning organizations, program managers of various Federal and State agencies, local officials and entities (mayors, State Senators, State Representatives, planning commissions, police jurors and citizens). Preparation of studies and assessments requires analytical knowledge sufficient to the application of physical computer modeling to engineering problems and proposals, such as FHWA's Transportation Noise Model (TNM), EPA's Air Emissions Model (MOVES), and other air quality dispersion models.

5% PREPARES AND EXECUTES THE DEPARTMENT'S PUBLIC INVOLVEMENT PROGRAM

This position serves as the Public Hearing Officer for the Department. In this capacity, this position manages the preparation of advertisements, scheduling of meeting sites, promoting interest in, and conducting Public Meetings and Hearing for projects under its purview in accordance with FHWA-approved procedures. This requires extensive contacts, including Mayors, Representatives, Senators, Congressmen, political and environmental action groups, news media, and direct interaction with citizens affected by Departmental projects and actions. In conducting Public Meetings and Hearings, the position must have superlative communication skills to convey to the public complex engineering concepts which may affect their properties and quality of life, allowing them to be treated fairly and engage in meaningful dialogue and comment throughout the course of the project.

5% OTHER NECESSARY JOB DUTIES

This position performs those other job functions necessary for the efficient and effective operation of the Section. This position may be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

Section 28 Environmental
(TC 34)
Noel Ardoin
Engineer 8
TS 322 (Unit 001)
Position # 008134
vacant
Admin. Assistant 5
AS 613 (Unit 001)
Position # 008290
Robert Lott
Engineer 7
TS 320 (Unit 003)
Position # 50386088
Carey Coes
Environmental Impact Manager 2
TS 318 (Unit 004)
Position # 163726
Michelle Hanks
Environmental Impact Manager 1
TS 314 (Unit 004)
Position # 110033
Joubert Harris
Environmental Impact Manager 2
TS 318 (Unit 042)
Position # 00086377
vacant
Engineer Technician DCL
TS 312 (Unit 002)
Position # 010819
Kelan Bindon
Engineer Technician 1
TS 308 (Unit 002)
Position # 50372437
Dylan Ghisen
Engineer 3
TS 314 (Unit 003)
Position # 152060
Kayla Bankston
Engineer Intern 2
TS 313 (Unit 003)
Position # 189788
Ezekiel Onyegbunam
Engineer Intern 2
TS 313 (Unit 003)
Position # 152061
Jana Millner
Engineer 5
TS 317 (Unit 003)
Position # 155518
Rhonda Braud
Engineer 6 DCL
TS 319 (Unit 003)
Position # 50473176
vacant (biologist)
Environmental Impact Specialist DCL
TS 314 (Unit 004)
Position # 50336156
Blaise Palmer (archaeology)
Environmental Impact Specialist DCL
TS 314 (Unit 004)
Position # 50336157
Jessica Richardson (architectural historian)
Environmental Impact Specialist DCL
TS 314 (Unit 004)
Position # 50449465
Aubree Aucoin (biologist)
Environmental Impact Specialist 2
TS 309 (Unit 004)
Position # 109006
Katherine Sinsitiere (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 011317
Patrick Vines (cultural resources)
Environmental Impact Specialist 2
TS 309 (Unit 004)
Position # 50514255
Sharon Gage (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 177076
vacant (biologist)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 013086
Tiffinee Brown (biologist)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 50315931
Robin Daigle (cultural resources)
Environmental Impact Specialist 3
TS 311 (Unit 004)
Position # 088968
Jacob Dupre (cultural resources)
Environmental Impact Specialist 2
TS 309 (Unit 004)
Position # 50514256
Janaye Tate
Environmental Impact Manager 1
TS 314 (Unit 042)
Position #50371211
Quentin Scott
Environmental Impact Specialist 1
TS 308 (Unit 042)
Position # 00090815
Abigail Thibodeaux
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50376942
Dori Turner
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310179
Jacob Cortez
Environmental Impact Specialist 1
TS 308 (Unit 042)
Position # 00012095
Thomas Gage
Environmental Impact Specialist 1
TS 308 (Unit 042)
Position # 00012092
Nicholas Larke
Environmental Impact Specialist DCL
TS 314 (Unit 042)
Position # 50336271
Kenya Lewis
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310160
Kadie Wheat
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310177
Nikita Simon
Environmental Impact Specialist 3
TS 311 (Unit 042)
Position # 50310178