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:	50388831

Allocation Action:	Job Correction
Official Allocation:	TRANSPORTATION OPS MGR
Job Code:	160680
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2023
Position Audited:	No
Audit Date:	
Comments:	Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	205415
Consultant:	CB
Supervisor:	DEZ

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	50388831

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Traffic Services Construction/Maintenance Manager	WS219	160680
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Transportation Operations Manager	WS 219	160680

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
		Statewide	

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
Jarreau, James	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD, Office of Operations / Traffic Engineering and Services - Section 45 / Gang 761		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 6	50618646	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
Edwards, Tracy	84626	Transportation Operations Manager

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.

EMPLOYEE	DATE	☐ 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	☐ 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) Jody Alvin TSA PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/16/23	☑ 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.

Transportation Operations Manager

This position functions as an Transportation Operations Manager for maintenance and installations of traffic control devices. Traffic Services is responsible for installing, trouble shooting, and creating specifications for both construction and procurement of the Louisiana State traffic signal systems. DOTD's statewide traffic signal network includes approximately 2,500 traffic signals. This position will be knowledgeable of the Manual on Traffic Control Devices, International Municipal Signal Association (IMSA) specifications and requirements, the National Electrical Manufactures Association (NEMA) and state requirements. Traffic Services typically receives around 1.5 million dollars to install and maintain these systems. This does not include the monies needed during a natural disaster, where Traffic Services works alongside other state employees to repair damages to the system.

40% Manages the programing, testing, trouble shooting and debugging and repairing of traffic control device cabinet components. This may include microprocessor, conflict monitor, fiber transceivers, communication modems, fiber optic network system (LAN/WAN), detection connections, antennas and repeaters. Performs final inspection and approval on all final cabinet builds and controller programming. Manages the traffic signal inspection for all state construction and permit projects. Ensure staff and other DOTD employees such as District signal staff are trained on all traffic signal controller and cabinet components as listed above. Maintain and track an inventory of needed materials to complete all necessary work.

20% Ensures supervisors are aware of the upcoming work in their area. Communicates with stakeholders on expectations of work including materials, functions and timelines. Ensures staff has the equipment and material needed to complete the scheduled and unscheduled jobs. Communicates with upper management to acquire proper equipment and materials. This includes but is not limited to testing devices and bench testing facilities. Communicates with Districts and other partners to correct any issues with said devices to ensure operation at the level to meet the needs of the system. Coordinates with the DOTD ITS section to determine what is needed to finalize communications with the main communications trunk line.

15% Approves work orders for crews, approves leave, prepares and conducts employee performance evaluations, perform interviews and complete the hiring process for Engineer Technician Supervisors, Specialist and Technicians, maintains employee records and makes recommendations for personnel actions.

10% Researches and evaluate state of the art technologies and practices in relation to ITS Traffic Control Devices and communications. Prepares construction and procurement specifications and standards for ITS traffic control devices for the state including but not limited to traffic signal controllers (computers), ITS controller cabinets, vehicle, pedestrian and bicycle detection such as radar, video or computer applications, communication devices such as fiber, wireless or V2X devices. Present on and arrange training for DOTD staff and partners on new technologies and procedures.

10% Represents the Department at national conventions and meetings such as but not limited to Gulf Region ITS (GRITS), IMSA, ITS America, Institute of Transportation Engineers (ITE) and NEMA to stay abreast of state of the art traffic control devices and technology.

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

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service Laws, Rules, Regulations, as well as DOTD policies, procedures, manuals and directives.

Section 45
Traffic Services
Jody Colvin
Unit 001
Engineer 8
(010834) TS 322
Signal Engineering
Unit 006
Lei Wang
Engineer 7
(169508) TS 320
Vacant
Engineer 6
(50618646) TS 319
Signal Fabrication
Unit 761
James R. Jarreau
Transportation Operations Manager
(50388831) WS 219
William L. Smith, Jr.
Electronic Tech Supv.
(12439) WS 218
Vacant
Elect. Spec. Leader
(009506) WS 215
David Hulbert
Electrician
(087586) WS 212
Charles Hill
Electronic Tech Adv.
(010138) WS 216
Larry Toten
Electronic Tech Adv.
(50474473) WS 216
Michael Sirchia
Electronic Tech Adv.
(50479863) WS 216
Wayne Mire
Electronic Tech Adv.
(177720) WS 215