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:	50457774

Allocation Action:	Job Correction
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/19/2019
Position Audited:	No
Audit Date:	
Comments:	Org chart only shows 4 subordinates.

Log Number:	162182
Consultant:	JKM
Supervisor:	ALG

STATECIVILSERVICE

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	50457774

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7 DOTD	TS-320	00165450
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7	TS 320	109340

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50356761	2764045600/27600TT102	EBR(17)	

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
Kimbeng, Lucy	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD - Office of Operations - Section 56 - Gang 001 - East Baton Rouge (17)		225-379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50357403	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

5	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 9/24/19	☒ 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) Stephen W. Glasscock, TS Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 9/25/19	☒ 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.

"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."

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) MANAGEMENT AND OPERATIONS (SM&O) ENGINEER MANAGER

The mission of the position is to oversee and provide daily supervision over the ITS systems management, project delivery, and operations business functions necessary to sustain effective delivery of the statewide ITS program. This position is a top-level engineering manager for the Department in the field of ITS systems implementation, management, and operations, which includes technical systems engineering design, deployment, and transportation operations of all ITS systems such as advanced traffic management systems (ATMS), electronic toll collection systems (ETC), and weigh-in-motion (WIM) systems. The position supervises all civil and electrical engineering aspects ITS project delivery and transportation operations activities of the Department's ITS program as administered by the ITS Director and regularly consults with District Administrators, District Traffic Engineers, Project Engineers, and Section/District Heads in constructing and sustaining an effective and reliable ITS infrastructure.

35% Supervises and oversees all ITS engineering design, management, and operations functions and project delivery for the statewide ITS program. Plans, engineers, and directs Departmental and/or contractual resources to deploy and manage the Departments ITS systems infrastructure, which includes all ITS systems, supporting networks, and operations. Plans, selects, coordinates, and issues assignments of all work activities to the ITS SM&O personnel. Provides technical expert resources across the Department and to other state agencies and federal and local governing bodies for sustained ITS implementation. Special oversight is provided in the design, development and implementation of the ITS systems and projects. Additional technical oversight is provided on the implementation and maintenance of relational databases and office systems.

30% Supervises, oversees, and performs engineering management and construction/implementation inspection services for ITS projects statewide. Facilitates engineering and other technical activities through direct supervision of ITS managers, supervisors, and/or professional consultants/contractors and indirect supervision of field technicians in all aspects of project delivery. Works with District Project Engineers, Traffic Engineers, and engineering personnel from other agencies and allocates engineering and technical resources for other applicable projects where such projects benefit the state's ITS program.

20% Supervises and directs highly complex tasks in the research, planning, selection, procurement, installation, and systems maintenance of the statewide ITS system. Tasks include knowledge of and responsibility for technical components such as: servers, workstations, video walls, relational databases, networking equipment, etc.

05% Performs technical research and document preparation on state-of-the-art technologies required to build and sustain the ITS system infrastructure. Incorporates national ITS protocol standards in the development of technical specifications for the Department's ITS program. Develops and maintains

DOTD standard plans and specifications for ITS and works with all managers within the ITS Section to ensure standards are kept up to date.

05% Represents the Department in organizations including Transportation Research Board, American Association of State Transportation Officials Advanced Subcommittee on System Operations and Management, Institute of Transportation Engineers, National Committee on the Manual of Uniform Traffic Control Devices, ITS America, and the Statewide Interoperability Executive Committee. These groups actively develop national policies, standards, and specifications, which will influence ITS deployment and ultimately transportation management and operations in Louisiana. Develops professional and technical capacity building curriculum for Departmental and local agency personnel and continuously attends and sponsors national symposiums and training sessions to keep the Department abreast and trained to use the latest technology and practice on Intelligent Transportation Systems.

05% Performs emergency management and operations services as directed by the ITS Director during times of emergencies.

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

SECTION 56 (ITS)

TOTAL POSITIONS:	38
Authorization:	38
Personnel:	30

INTELLIGENT TRANSPORTATION SYSTEMS (ITS) SECTION (Section 56)
Louisiana Department of Transportation and Development

Recommended Approval — Date
ITS Director

Approved — Date
Assistant Secretary of Operations