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:	50445906

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:	07/20/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181287
Consultant:	YM
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	50445906

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
Mary Elliott Bergeron	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Planning/Section 85/Unit 006		225-379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50333812	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

4	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 Mary Elliott Bergeron	7/15/2021	☒ 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.
Connie Porter Betts APPOINTING AUTHORITY (Required) Connie Porter Betts Transportation Planning Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 7/15/21	☒ 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.

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.

This position provides for the establishment of priorities for needed improvements and the development of the annual Highway Program to be submitted to the Legislature for approval and funding. This position also provides for the development of the Statewide Transportation Improvement Program. Duties and accountabilities include:

20% This position provides for the development and implementation of the Highway Priority Program annually as required by state law. It also provides for the development of the Statewide Transportation Improvement Program as required by federal law. This person must coordinate and manage the activities of the various project selection teams and program managers to ensure timely development of the Highway Priority Program and the Statewide Transportation Improvement Program. In addition, this position provides continual monitoring of the Highway Priority Program throughout the year. Also, this position represents the Department at meetings with the Joint Legislative Committee on Transportation, Highways and Public Works regarding the Highway Priority Program. Expert knowledge of projects being developed, project stats, cost, proposed schedule, etc. Along with a vast knowledge of the various database containing pertinent information, to respond, both orally and written, to inquiries from DOTD Administrators, elected officials, the general public and other DOTD employees, in regards to highway projects currently being developed by DOTD, proposed future projects and/or historical information on past projects or trends is also required. This person is also required to provide technical assistance regarding DOTD lettings and project cost estimates for federal and state construction projects to the Secretary and other executives, administrators, engineers and managers.

20% Provides for the Administration of the Road Transfer Program and the Special Projects Program. This Special Projects Program provides for the management of Federal Demonstration/High Priority Projects, Discretionary Program projects and other Special Projects or Programs. This includes ensuring that the pre-construction activities on the above mentioned type projects are completed in a timely manner and with budget. These duties require comprehensive professional engineering knowledge of the transportation system across all modes, an understanding of how transportation is related to the State's economic and social goals and an in-depth knowledge of DOTD's pre-construction process. This includes routinely conferring with federal and local officials, top-level DOTD executives and elected officials regarding these projects and their issues.

The Road Transfer Program was established as the means to right-size the State Highway System. The DOTD identified approximately 5,000 miles of state roads that do not fit the state's role in the highway network. The Program involves transferring these roads, with money, to local governments. This includes negotiating and developing agreements with the local governments and the management and administration of the Program that provides for the plan development for these projects.

15% Provides for the coordination and assistant administration of the Statewide Transportation Improvement Program. This includes all activities for which the DOTD requests federal funding from the FHWA which includes Engineering, Right-of-Way, Utilities and Construction.

15% Supervises and trains a staff to assist in the development and implementation of the Highway Priority Program, the Statewide Transportation Improvement Program and the creation of projects in LAGov. This also includes the staff members that manager the Road Transfer and Special Projects Programs.

10% Assistant administrator for the creation of projects within the Enterprise Resource Program of the LAGov system.

5% Provides briefings and responds to inquiries from DOTD executives, administrators, managers and others concerning the statutory requirements and project selection process for developing the Highway Priority Program.

5% Represents the Department at meetings with the Joint Legislative Committee on Transportation, Highways and Public Works, the House Appropriations Committee, the House Ways and Means Committee, the Senate Finance

Committee and the Senate Revenue and Fiscal Affairs Committee regarding the Highway Construction Program and the Capital Outlay Budget.

5% Represents the Department in discussions with federal, state and local officials, planning organizations business organizations, news media and the general public regarding the Highway Priority Program.

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

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

SECTION 85
TRANSPORTATION PLANNING