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:	50483649

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:	04/11/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	189391
Consultant:	WPA
Supervisor:	DBA

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

TO: Mary Thomas
HQ HUMAN RESOURCES

FROM: Dawn Averett

DISTRICT/SECTION: District 58

STAMP IN DATE:

DISTRICT ANALYST CHECKLIST		HQ ANALYST CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY!**	☐
☐	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 Authorization for Actions Not Requiring Internal Posting 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 and attach an SF-3A form.	☐

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.)

Updating to fill

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	POSITION NUMBER
0700/0276	50483649

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS320	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Vacant	☐ Yes ☒ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Operations/District 58/Unit 002/Chase/Franklin Parish/21		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8/ADA of Operations	50372174	mary.e.thomas@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

8	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) Jay S. Collins, P. E. District Engineer Administrator	4/7/2022	☒ 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.

ENGINEER 7

Function Statement

The function of this position is to provide direct supervision to the District Traffic Engineering Section (Unit 002). This position is responsible for the planning, analysis, design, inspection and inventory of traffic signal systems, striping, pavement markings, signs, and associated electrical systems traffic control devices for all state maintained highways and urban streets and for the electrical equipment and electrical systems within the District to ensure safe and efficient operation of the traffic system network and physical facilities. This position is located in District 58, Unit 002, of the Department of Transportation and Development and reports directly to the Engineer 8 /Assistant District Administrator – Operations.

Job Duties and Responsibilities

40% Supervise and direct District traffic engineering activities, including the collection and analysis of data and traffic studies to ensure accuracy, reliability and conformance to establish engineering standards. Review and finalize technical reports recommending installation or modifications of traffic control devices, roadway geometry, pavement markings, highway signing, speed limits, etc., to improve safety and capacity.

20% Coordinate, direct and inspect the activities of District sign shop, striping crew and electricians, including work scheduling and fiscal budgeting to ensure timely traffic control device, electrical equipment and movable bridge installation/maintenance/operation in conformance established engineering and industry standards and Federal and State policy.

10% Review and analyze commercial access connection permits and associated traffic impact studies for traffic impact and required mitigation on the state maintained highway system.

5% Represent District Traffic Operation in meetings and forums with public, elected official, government agencies, etc. to provided technical assistance and interpretation established traffic engineering standards and Department policies.

5% Respond to interrogatories and requests for production of documents, provide technical interpretations or opinions and testify in association with tort litigation involving the Department.

5% Review make recommendations and approvals of traffic control plans and traffic control devices on construction and maintenance projects.

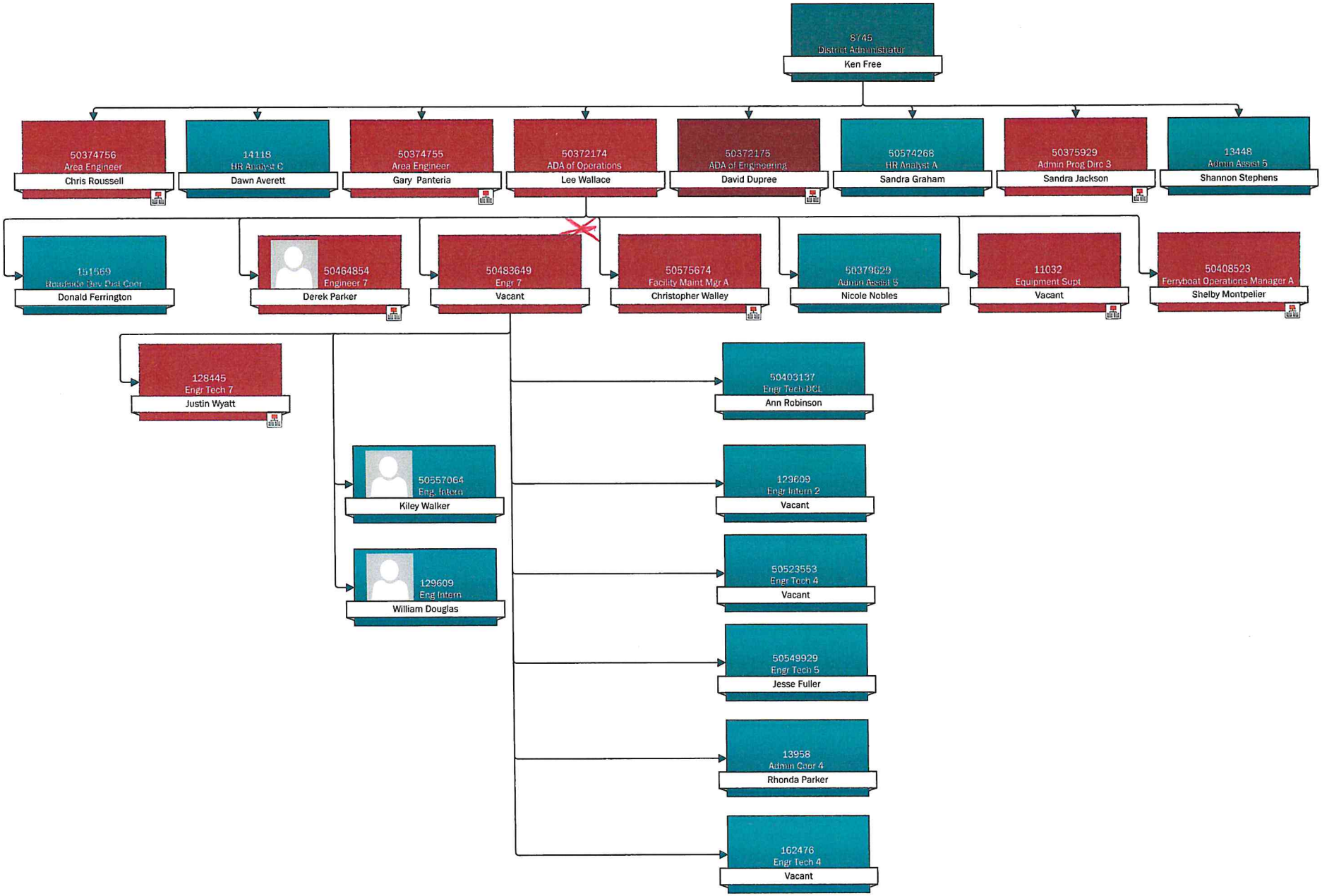
4% Investigate and analyze serious/fatal crashes and abnormal crash locations to make recommendations for modification for improved safety and traffic flow, including recommendation for funding through the Department Safety Program.

3% Direct the District Outdoor Advertising and Junkyard Program for compliance with FHWA and State requirements and law.

3% Participate in development of strategic and budgetary planning for District traffic operations in conformance with established objectives and goals

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. May be subpoenaed as requested by DOTD legal Counsel. 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.

100%


8745
District Administrator
Ken Free
50374756
Area Engineer
Chris Roussell
14118
HR Analyst C
Dawn Averett
50374755
Area Engineer
Gary Panteria
50372174
ADA of Operations
Lee Wallace
50372175
ADA of Engineering
David Dupree
50574268
HR Analyst A
Sandra Graham
50375929
Admin Prog Dirc 3
Sandra Jackson
13448
Admin Assist 5
Shannon Stephens
151569
Roadside Dev Dist Coor
Donald Ferrington
50464854
Engineer 7
Derek Parker
50483649
Engr 7
Vacant
50575674
Facility Maint Mgr A
Christopher Walley
50379629
Admin Assist 5
Nicole Nobles
11032
Equipment Supt
Vacant
50408523
Ferryboat Operations Manager A
Shelby Montpelier
128445
Engr Tech 7
Justin Wyatt
50557064
Eng. Intern
Kiley Walker
129609
Eng Intern
William Douglas
50403137
Engr Tech DCL
Ann Robinson
129609
Engr Intern 2
Vacant
50523553
Engr Tech 4
Vacant
50549929
Engr Tech 5
Jesse Fuller
13958
Admin Coor 4
Rhonda Parker
162476
Engr Tech 4
Vacant