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:	50508500

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:	10/05/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	173267
Consultant:	NRB
Supervisor:	ALG

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 07/2015

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

JOB CORRECTION ☐ EMPLOYEE APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION ☐ 5.3 APPEAL

PERSONNEL AREA CODE	POSITION NUMBER
0700/0276	50508500

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	COST CENTER NUMBER	WORK PARISH	PERSONNEL SUBAREA
		EBRP	

EMPLOYEE GROUP (CHOOSE ONE) ☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY ☐ PT SALARY

EMPLOYEE SUBGROUP (CHOOSE ONE) ☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – FIRST, LAST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Kirk Zeringue	☐ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LADOTD Office of Engineering/LTRC/Section 19/G002 Baton Rouge EBR (19)	(225) 379-1669

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	
Engineer 8	131829	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
Zhongjie Zhang	50310789	Engineer 7

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.

	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	10-5-2012	☒ 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)	10/5/2012	☒ 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.
Tyson Rupnow; Engr. 8 PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

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 directs a highly diverse, extensive, and critically important in-house and contract research program in response to DOTD overall objectives and in response to problems of extraordinary difficulty by administering and providing professional engineering direction to the Special Studies Research Program of the Louisiana Transportation Research Center's (LTRC) Research And Development Section. This program encompasses a full spectrum of transportation technology and operations incorporating widely diverse areas of traffic, safety, intelligent transportation systems, transportation policy, management practices, and other special studies. The incumbent makes authoritative decisions and recommendations that impact the extensive department engineering activities. This position is responsible for managing the Intelligent Transportation Systems, Louisiana Center for Traffic Safety, and the Planning Research groups within the special studies area. In addition, this position is responsible for managing all other special studies contract research not falling within one of the groups.

LTRC is the division responsible for the transportation research program in Louisiana for the Louisiana Department of Transportation and Development (LADOTD). Using a staff of engineering administrators, managers, engineer specialists, professors, research associates and contract researchers, research is conducted in-house and through a diverse contract program in direct response to identified engineering problems which are complex and unprecedented. This program is responsible for the implementation of national and state research findings and the exploration, exploitation, and implementation of new technologies for DOTD use.

The incumbent advises directorate and division level positions and participates on department committees to develop programs and policies which impact the overall function and effectiveness of DOTD.

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% Serving as the group administrator; develops and administers the special studies research programs at LTRC, with a staff of nine engineers, professors, technicians, students, and numerous consultants, establishes, develops, produces and executes authoritative and far reaching engineering programs which impacts divers engineering activities of the state's transportation system. This is completed though the RPIC process, development of the annual work program, and biannual reports. Exercises mature professional engineering judgment to determine program objectives and requirements. The incumbent directs this group to solve critical problems, such as early signal light failure, advanced freight crash management practices, and responses to legislative resolutions, requiring solutions that incorporate the latest technological advances and leads to nationally recognized cutting edge research.

30% Advises and provides leadership to directorate, division and office chief levels on development of new technologies and programs, and implementation of research findings to improve the effectiveness of department policies, specifications, procedures, and operations; recommends plan changes to the chief engineer to incorporate new technologies and materials or to implement research findings; negotiates and arbitrates critical and controversial issues with top level engineers and officials of public/private

transportation industry and organizations; serves as expert witness in a wide array of technical areas supported by the group's research program.

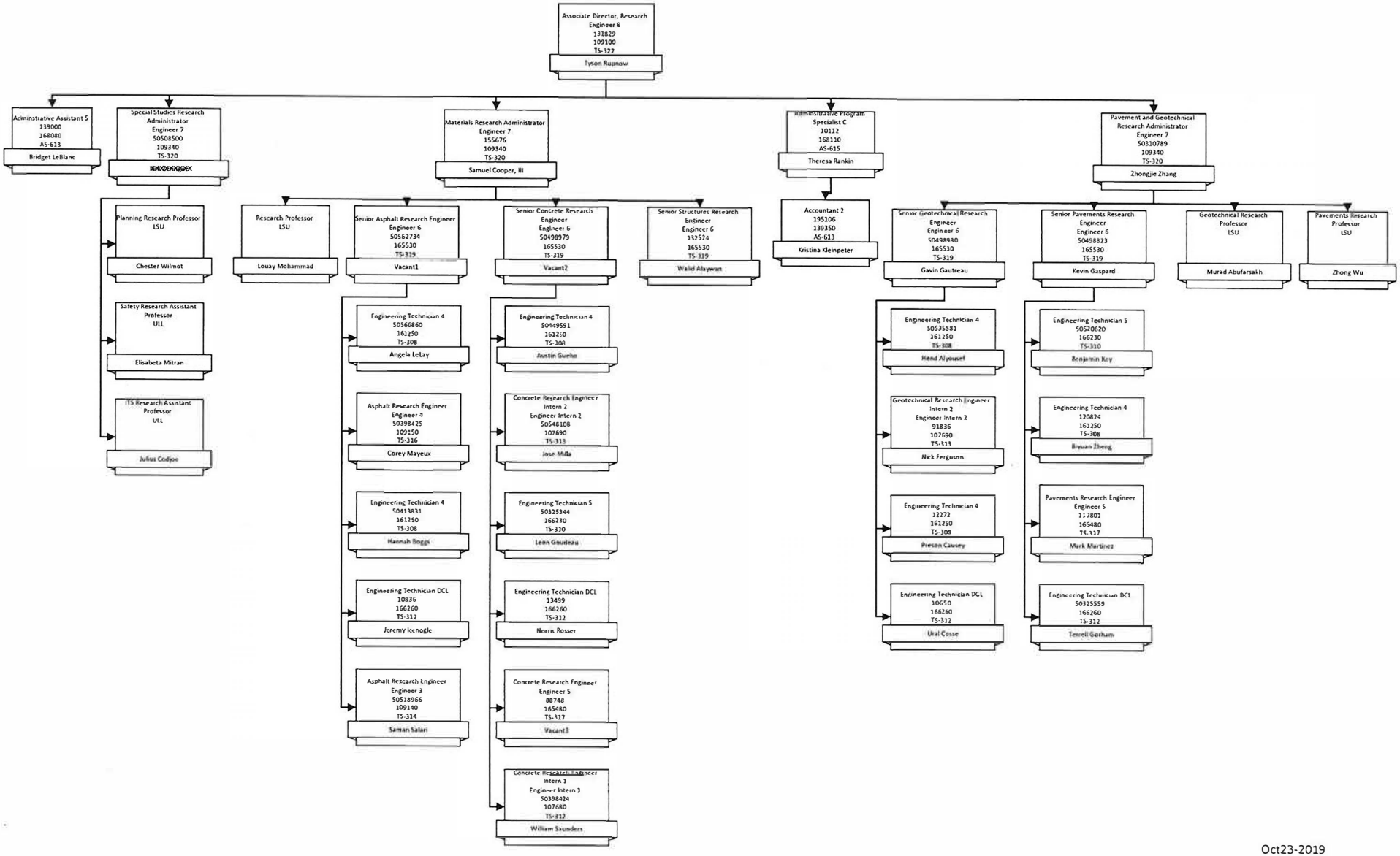
15% As the budget authority for the Special Studies Group, prepares and recommends the group's operating budget, personnel matters, and staffing needs; prepares and directs group operating and strategic plans, and develops and measures performance indicators with the overall scope of the total LTRC program. The incumbent also administers the special studies relativities of Intelligent Transportation Systems, Louisiana Center for Traffic Safety, and the Planning Group, located at LTRC.

5% Representing Louisiana DPTD and LTRC at national recognized forums such as the National Academies' Transportation Research Board, AASHTO subcommittees and technical organizations serving in leadership and membership positions, to conduct research, implementation, and technology transfer activities is required.

5% Provides liaison with federal, state, and other states' officials and university personnel both locally and nationally in administering the research program; provides liaison with university and outside funding agencies on administrative and financial matters.

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

LADOTD -Section 19



Oct23-2019