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:	50470951

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:	03/22/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	188628
Consultant:	JCA
Supervisor:	DBA

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	50470951

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
	☐ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD - Office of Engineering - Public Works and Water Resources - Hydraulics, Section 32		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	10017	JENNIFER.MIZZELL@LOUISIANA.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.

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.
M. Hashemieh APPOINTING AUTHORITY (Required)	DATE 3/21/22	☑ 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.
Mitra Hashemieh, Hyd. Design Eng. Admin 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.

FUNCTION OF WORK:

This position is the Manager of the Hydraulics Unit of the Public Works & Water Resources Division. This position is very visible to, and works directly with, various groups outside of DOTD. Incumbent must have specialized, detailed knowledge in Hydraulics, Hydraulic modeling and Hydrology concepts.

Provides technical expertise on hydrologic, hydraulic modeling for the Louisiana Watershed Initiative (LWI) which is an effort between several state agencies to coordinate efforts to develop a new approach to reduce flood risk throughout the state. The LWI is comprised of senior staff from the Louisiana Dept of Wildlife and Fisheries (LDWF), the Coastal Protection and Restoration Authority (CPRA), the Office of Community Development (OCD), the Louisiana Dept of Transportation and Development (DOTD) and the Governor's Office of Homeland Security and Emergency Preparedness (GOSHEP). 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.

45% Manages the statewide activities of DOTD'S Hydraulic Program. The incumbent is extremely knowledgeable in the areas of hydrology and hydraulics design. This position provides assistance to the Hydraulics Engineer 8 DOTD in the development and interpretation of all hydraulics design policy for the LA DOTD through selecting, developing, maintaining and documenting all criteria, methodology, standards, and policy relative to hydraulic, hydrologic, erosion control, and hydraulics structures design in support of the overall DOTD hydraulics program.

The incumbent supervises the DOTD roadway flooding program and hydraulics and hydrology for all non-transportation projects. This includes drainage improvement studies, large watershed hydrology evaluations, flood routing studies, and storm water management analyses for local communities and police juries.

The incumbent is responsible staying abreast of and implementing FHWA state hydraulic requirements and implementing the innovative and up-to-date tools and best practices in conjunction with FHWA's EDC (Every Day Counts) and CHANGE (Collaborative Hydraulics: Advancing to the Next Generation of Engineering) programs.

30% Trains and mentors staff engineers in all aspects of hydraulics engineering. Supervises and participates in the review and revision of all DOTD construction plans and adequacy of hydraulic design and to insure compliance with DOTD policy and applicable Federal, State and local regulations.

10% Manages the development and maintenance of DOTD's Hydraulics Manual as it relates to hydraulics, hydrology and drainage. Advises the Engineer 8 DOTD on the needs and evaluation of applied research to continually refine criteria, procedures and methodology of design. Also provides for the design, preparation, and maintenance of all standard plans for drainage structures and erosion control. Trains and advises all DOTD design personnel and consultant engineers in the correct procedure for the design of hydraulic structures.

10% Provides technical expertise on hydrologic, hydraulic, and drainage matters to Public Works and Water Resources, the Statewide Flood Control Program, the Louisiana Watershed Initiative, which is comprised of senior staff from the Louisiana Department of Wildlife and Fisheries (LDWF), the Coastal Protection and Restoration Authority (CPRA), the Office of Community Development (OCD), the Louisiana Department of Transportation and Development (DOTD) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), other DOTD Sections, and all DOTD Districts to aid in the solution of drainage related problems.

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

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
Internet
MyDOTD
SharePoint
DOTD A-Z
Customer Service

INTRANET ◊ ORGANIZATIONAL CHART

Hide Vacancies | Hi-light Vacancies | Reduce Size | Increase Size | Chart Only | Show Dist-Gang | Show Pos # | Hide Title | Flip Vertical | Show Names | Help

Organizational Chart - up to 5 levels shown for position 00010017

HASHEMIEH, MITRA
DOTD HYDRAULICS DESIGN ENGINEER ADMIN 10017

WILLIAMSON, WILLIAM J
ENGINEER 7

BANKS, JUANICA D	DUPONT, SHANNON J	GOLZ, SARAH	GU, JIE	RICHARD, ALLISON A	VACANT
ENGINEER INTERN 2	ENGINEER 6-DCL	ENGINEER 5	ENGINEER 6-DCL	DOTD PROGRAM SPECIALIST 4	ENGINEER 6-DCL

VACANT
ENGINEER 7 50470951

CARPENTER, LILLIE D	GAO, HENG	GUO, TINGZONG	JOHNSON, LUCAS T	LEBOURGEOIS, MICHAEL J	LEJEUNE, STEPHANIE D	VACANT	VACANT
ENGINEER 5	ENGINEER 6-DCL	DOTD BRIDGE HYDRAULICS ENGINEER	ENGINEER 5	ENGINEER 5	ENGINEER INTERN 2	ENGINEER 4	ENGINEER 5
50393666	50467988	82889	110035	50465958	50522971	50345851	151285

District/Section Appointing Authorities Org Chart (PDF File)

Mon, 21 Mar 2022
Page Report
Site Map
Phone/Search