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:	50518302

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:	09/05/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208179
Consultant:	HHH
Supervisor:	NJT

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	50518302

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
Feng, Dana	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Engineering/Bridge Design/Section 25/Unit 007		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	010003	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.

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.
APPOINTING AUTHORITY (Required) Mark Bucci, Bridge Design Engineer Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 7/13/23	☒ 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
BRIDGE DESIGN SECTION 25, UNIT 007

This position reports directly to the Bridge Design Engineer Administrator and administers bridge design, project development, and project management in the Bridge Design Section. This position administers a structural engineering group (unit 007) composed of an Engineer 6 Manager, Engineer 6 DCL, Engineer 5 thru Engineer Intern I, and Engineer Technician positions.

This position is responsible for administrating the structural as-designed/as-built load rating and bridge evaluations for project development. The position also assists in supervising and coordinating project development and management activities for unit 007 to ensure project delivery status is current and accurately reported. This position also supervises bridge instrumentation and monitoring as needed for bridge design.

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

70% Administer specific program areas present in the Bridge Design Section and directs a multi-million dollar annual budget allocated to these programs. This is accomplished through a high level of technical supervision and administration of the structural design unit. The program areas to administer are as follows:

1. Structural Design and Structural Construction Support
2. As-Designed and As-Built Load Rating
3. Instrumentation and Monitoring
4. Develop and Maintain As-Designed Ratings for Current Bridge Standards

Serves as project manager for development of statewide bridge projects. Performs all duties of project manager for highly technical bridge projects.

Provides administration for project and task management for in-house and consultant projects from project conception through construction. Strategically plan and assign in-house and consultant projects, prioritize unit's workload, set project schedules, provide construction support to meet project letting and construction schedules, and offer support to staff as needed.

Provides employee counseling and conducts and reviews PES ratings for employees. Leads the recruiting, interviewing and hiring of new staff when needed for the unit.

20% Serve as a technical expert in bridge load rating for the Bridge Design Section. Provide technical support for as-designed/as-built bridge load ratings for in-house and consultant bridge projects.

Serve as a voting member of the AASHTOWARE Bridge Design and Rating User Group Committee, which is responsible for steering the development of the national load rating and design software. This complex software performs the structural design and load rating of many different types of bridge superstructures and substructures.

5% Assist the Bridge Design Engineer Administrator by providing technical guidance and the development of policies and procedures.

5% Perform other duties as necessary including, but not limited to, emergency/disaster support activities.

SECTION 25 ORGANIZATION CHART

UPDATED: 7/11/2023

LEGEND:			
ENG. 8	2	ENG. 3	0
ENG. 7	5	EI 1 or EI 2	9
ENG. 6	8	ENG. TECH.	10
ENG. 6 DCL	16	ADMIN	3
ENG. 5	5	PROJ. MGR.	1
ENG. 4	0	WAE	0

Total = 59 (Vacant positions not included.)

BRIDGE DESIGN "TO" = 67
CURRENTLY FILLED = 59
Δ GEMS – GEMS POSITION FOR IN-HOUSE WORK = 5
Σ NO. OF WAE EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0
Ψ NO. OF TEMPORARY JOB APPOINTMENT EMPLOYEES (DOES COUNT AGAINST "TO") = 0
β NO. OF CONTRACT EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0

UNIT 001

ZhengZheng "Jenny" Fu/Mark Bucci
ENG. 8
00010003

Celia Farquhar
ADMINISTRATIVE ASSISTANT 5
00011417

Courtney Doiron
ADMINISTRATIVE PROGRAM SPECIALIST "A"
50484208

UNIT 002

Structural Design
10 (7E/3T)

Vacant
ENG. 7
00008896

Andrew Michael
ENG. 6
00167152

Ananda Herath
ENG. 6 DCL
00010381

John Boothe
ENG. 5
00007379

Vacant
ENG. 6 DCL
50310800

Yanlin Chen
ENG. 5
00177149

Kelsie Hazel
EI 2
00083032

Roberto Castro
EI 1
00010475

Mary Jean McAdams
ENG. 6
50667887

Δ Darrell Hymel
ENG. TECH. DCL
50325345

Δ Vacant
EI 1 - ENG. 5
50457776

Ahmad Burnos
ENG. TECH. DCL
50548845

Vacant
EI 1 - ENG. 5
50532980

Marcella Cummins
ENG. TECH. DCL
00088176

Vacant
ENG. TECH. DCL
00010178

Vacant
ENG. TECH. 5
00012586

UNIT 003

Structural Design
Highway Safety
7 (5E/2T)

Chris Guidry
ENG. 7
00013417

Vacant
ENG. 6
00167153

Phillip Grasso
ENG. 6 DCL
50323690

Δ Mark Elkassouf
ENG. 5
50488483

Jolisa Doucet
ENG. TECH. 4
50514860

Herb Thomas
ENG. TECH. 5
50549252

Carl Gaudry
ENG. 6
(Safety)
50661479

Vacant
ENG. 6 DCL
50594333

Ryan Owens
ENG. 5
00173801

Vacant
EI 1 - ENG. 5
00177147

Vacant
EI 1 - ENG. 5
50319158

Vacant
ENG. TECH. DCL
50660466

Vacant
EI 1 - ENG. 5
50336140

Vacant
EI 1 - ENG. 5
50463720

Vacant
EI 1 - ENG. 5
50532979

UNIT 004

Structural Design
On- & Off-System Bridge Programs
Bridge Scour Program
12 (8E/1PM/3T)

Andrew Windmann
ENG. 7
00012976

Valerie Tourres
ENG. 6
00167154

Barbara Ostuno
ENG. 6
50514037

Anthony Bamugo
ENG. 6 DCL
(Scour)
50385147

Kyle Richert
ENG. TECH. DCL
00009340

Brian Delatte
ENG. 6 DCL
50417458

New
ENG. TECH. DCL

Amy Nickel
ENG. TECH. DCL
50629833

Vacant
ENG. TECH 5
00010876

Vacant
EI 1 - ENG 5
50543651

Vacant
ENG. 6
50613578

Vacant
EI 1 - ENG. 5
50548201

Sarah Moss
ENG. 6 DCL
50357644

Andrew Kuyoro
ENG. TECH. DCL
00011949

Brian Allen
ENG. 6 DCL
50366668

Vacant
PROJECT MANAGER
50643125

Hamed Babaizadeh
ENG. 6 DCL
50594334

Vacant
EI 1 - ENG. 5
00177135

Ryan Rodney
PROJ. MGR.
50643118

UNIT 005 (006)

Mechanical & Electrical Design
Lighting Program
15 (6ME/8EE/1T)

Fallon Farber
ENG. 7
50533129

UNIT 005

Matthew Peneguy
ENG. 6
00008379

T.J. Dunlevy
ENG. 6 DCL
50370219

Christopher Arnold
ENG. 5
00014330

Jeffrey Hastings
ENG. 6 DCL
50389791

Nicole Scalise
EI 1
50365867

Vacant
EI 1 - ENG. 5
50535406

Max Churchman
ENG. TECH. DCL
50656497

Vacant
ENG. 6 DCL
50588052

Δ Vacant
EI 1 - ENG. 5
50535405

UNIT 006

Agnes Fung
ENG. 6
00009094

Christopher LeBourgeois
ENG. 6 DCL
50397111

Mon Tapalla
EI 2
50554406

Michael Armentor
ENG. 6 DCL
50404127

Nicholas Grass
EI 2
50618204

Richard Foster
ENG. 6 DCL
50574267

Loc Pham
EI 2
50618203

Δ Trung-Quan Nguyen
EI 2
00177148

Vacant
ENG. 6 DCL
50310795

Vacant
EI 1 - ENG. 5
50535407

UNIT 007

Structural Design
Bridge Load Rating/Permits/Posting
4 (4E/0T)

Dana Feng
ENG. 7
50518302

Vacant
ENG. 6
50414680

Suba Herath
ENG. 6 DCL
50414668

Δ Vacant
EI 1 - ENG. 5
00084240

Dominic Segura
EI 2
00083030

Vacant
EI 1 - ENG. 5
00183840

Nathan Baylot
EI 2
50566991

Vacant
EI 1 - ENG. 5
50319157

Vacant
EI 1 - ENG. 5
50336141

Vacant
ENG. TECH. 5
50522942

UNIT 008

Structural Design
BDEM/Standards/Spec
7 (5E/1T/1IT)

Kelly Kemp
ENG. 7
50385104

Wei Peng
ENG. 6
00014071

Seraphy Shen
ENG. 6 DCL
50385127

Xuyong Wang
ENG. 6 DCL
00189490

Susan Zhang
IT TECH SUPPORT SPECIALIST 2
50547697

Adam Lancaster
ENG. 6 DCL
50310798

Jennifer Prestridge
ENG. TECH. DCL
50588024

Vacant
ENG. 6 DCL
50496738

Vacant
EI 1 - ENG. 5
00007365

Vacant
EI 1 - ENG. 5
00083033

Vacant
EI 1 - ENG. 5
00182080

Vacant
EI 1 - ENG. 5
00183841

Vacant
EI 1 - ENG. 5
50551943