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:	50521039

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG DIR 4
Job Code:	170670
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	02/20/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	200650
Consultant:	JCA
Supervisor:	DEZ

POSITION DESCRIPTION

STATECIVILSERVICE

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
0276	50521039

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Director 4	AS-622	170670

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Administrative Program Director 4	AS-622	170670

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
Territo, Paulette	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Engineering/Contract Services/Section 80/Unit 018	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8 DOTD	180475	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

2	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)	2-17-23	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: MARK CHENEVERT / CONTRACT SERVICES ADMINISTRATOR		

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 serves as the administrator of DOTD's statewide professional Engineering and Related Services Contracting Program. This position administers the procurement, preparation, processing and execution of all professional engineering and related services consultant contracts procured under Title 48 (R.S. 49:285-294) and under Title 23, Code of Federal Regulations, Part 172 (23CFR172), an average total of approximately $550 million contract maximum active at any one time. In addition, this position oversees the preparation of entity/state agreements throughout the state and the processing of invoices for the engineering and related services contracts.

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.

DUTIES AND RESPONSIBILITIES

35% Formulates, recommends and implements policies, procedures and directives for the statewide professional Engineering and Related Services Contracting Program, inclusive of the procurement, preparation, processing, and execution of engineering and related services contracts, the processing and payment of invoices for the Contracting Program totaling approximately $80-100 million annually, and the preparation of entity/state agreements. Proposes and justifies all Contracting Program policy positions to the DOTD Contract Services Administrator, Deputy Chief Engineer and the Chief Engineer. Directs and supervises a staff of contracts/grants professionals to achieve these directives. Monitors and evaluates the performance of the contracting program to ensure the Program meets agency, state, and federal requirements. Confers regularly with the DOTD Secretary, the Chief Engineer, and the Deputy Chief Engineer to examine and advise on contracting issues and routinely communicates with section heads throughout DOTD to develop plans and coordinate work efforts. Provides overall programmatic administration of Contracting, which has agency-wide impact. Updates and maintains the documentation of all policies in an official Consultant Contracts Services (CCS) manual, standard operating procedures manual, and a webpage for use by engineering consultants and in-house personnel.

35% Provides administrative oversight for the procurement, preparation, processing, and execution of engineering and related services contracts, contract amendments, and their associated fee packages. Manages and supervises personnel, evaluates personnel performances, resolves personnel problems, assists with personnel issues. Provide regular and routine reports the DOTD Secretary, Undersecretaries, Deputy Secretaries, the Chief Engineer, and Deputy Chief Engineer concerning status of contracts, agreements and invoices. Provides a quarterly report of all engineering contracts status to the Legislative Joint Committee on Transportation per RS 48:93.

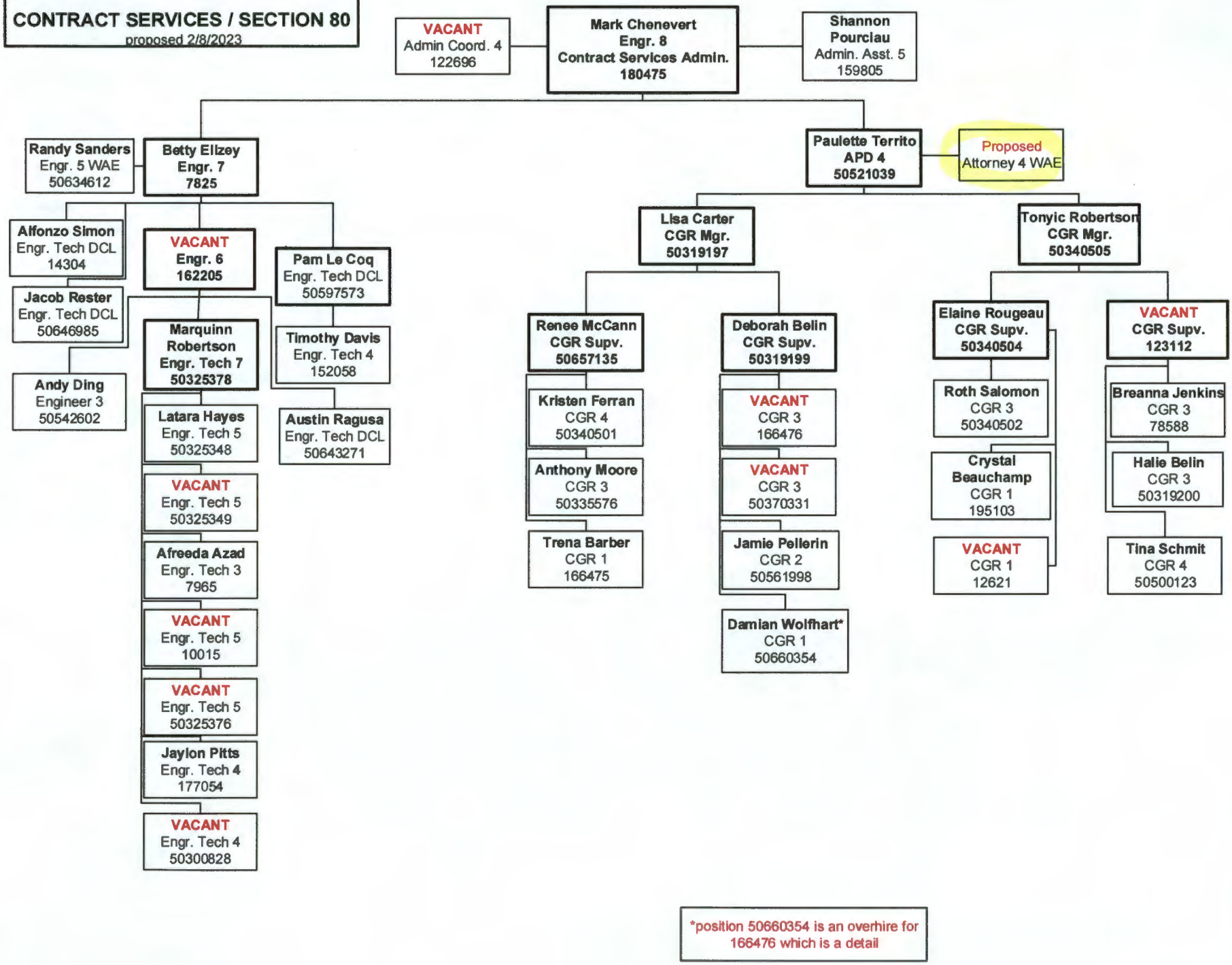
25% Per RS 48:291, serves as the ex-officio member of all engineering and related services project evaluations teams. Counsels with project managers and other department personnel to provide assistance and guidance in the proper procurement and management of consultant engineering contracts and the proper processing of invoices. Meets with project managers and legal staff to ensure all procurements, contracts and agreements are in compliance with state and federal laws and regulations. Serves on quality and continuous improvement teams to consistently improve upon the contracting and invoicing business practices. Meets with representatives of individual consultant engineering firms to provide information and to answer any questions concerning specific

contracts or invoice issues. Serves on various partnering teams with the American Council of Engineering Companies to improve the contracting process.

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

CONTRACT SERVICES / SECTION 80

proposed 2/8/2023



*position 50660354 is an overhire for 166476 which is a detail