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:	50573437

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/28/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	190244
Consultant:	DBA
Supervisor:	KLC

Louisiana SCS State Civil Serv

POSITION DESCRIPTION

Form Revision Date: 08/2015

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.

(A) REV

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ EMPLOYEE APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION ☐ 5.3 APPEAL

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0700/0276	50573437

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 8 - CONSTRUCTION ENGINEER ADMIN	TS-322	109100
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
50021838	2761025300/27600TT201	EBR	0050

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

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

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/Construction - Section 40/UNIT 002/HQ BR,LA EBR	(225) 379-1206

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9 DOTD - Director of Construction and Materials	009781	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.

	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)	4/18/22	☑ 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.
Michael Voshburg Chief Constr and Mat. Eng 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 serves as the Construction Engineer Administrator in the Office of Engineering. It provides administrative oversight and top-level engineering review to Section 40 – Construction. Provides consultation to all nine districts on project management, administration, inspection, and material testing throughout the project life cycle on over 400 plus active projects and an approximate yearly construction budget of $800-$900 million.

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.

25% Directs the overall planning, development and delivery of construction program adhering to federal and state regulations and statues within Department policy and budget constraints.

25% Negotiates, arbitrates, and coordinates with contractors and the Federal Highway Administration on contract time extensions, specifications and Plan Changes, extra work and disputes, or problems arising from any construction related activities, all of which may be subject to the DOTD Chief Engineer's approval.

15% Exercises regulatory supervision over all statewide construction activities, including those under the jurisdiction of the District Administrators: vested with policy-setting authority, providing technical and functional supervision to ensure that construction procedures and standards are developed and communicated to the nine DOTD Districts in an efficient and effective manner.

15% Administers, plans, and organizes the work of the Construction Division within the Department, to include Systems Construction, Structural Construction, Fabrication, Automation Unit Estimates Verification, Claims, Labor Compliance, and Training Requirements for all Construction Personnel throughout the nine DOTD Districts.

10% Makes recommendations on Major Plan Changes to the DOTD Chief Engineer for all construction projects. Reviews and approves time charges on all construction projects or recommends time extensions and/or changing of liquidated damages to the DOTD Chief Engineer. Recommends Final Acceptance of all projects to the DOTD Chief Engineer upon notification from the District that the work is complete in accordance with plans and specifications.

5% Provides construction expertise to Design Engineers, Consulting Engineers, Contractors, Lawyers, and others as needed in the Department to develop plans, specifications, technical manuals, and training courses. Advises DOTD Directors and appointed officials of opportunities to effect improvements in policies and procedures concerning the construction of highways, bridges, airports and related facilities or systems.

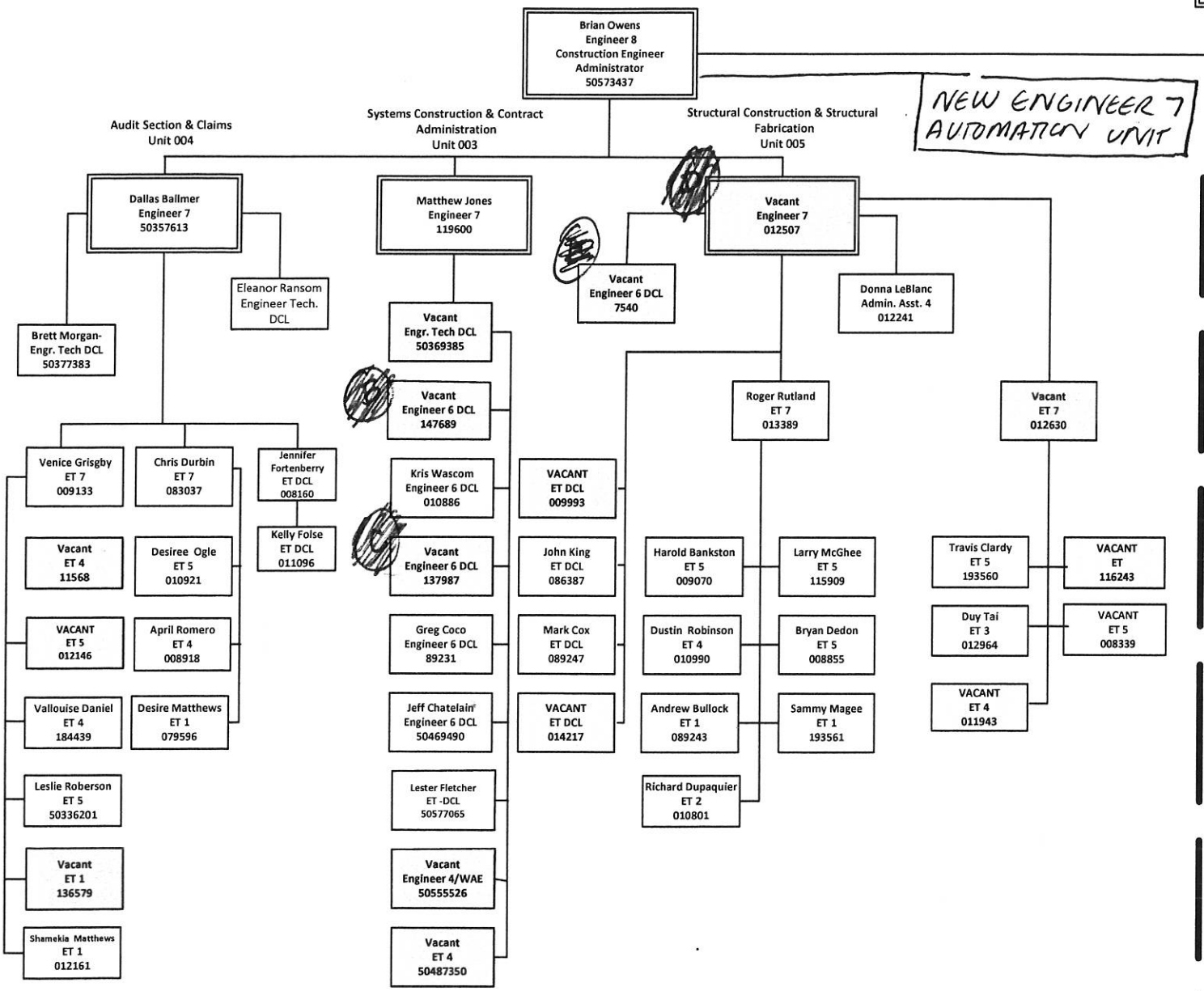
5% May be required to perform other duties as necessary including, but not limited to emergency/ disaster support activities.

Construct
Materials & T
Apr

Mi

Chief
Mat

Construction - Section 40



Section 40		Section 22	
TO NUMBER AUTHORIZED	46	TO NUMBER AUTHORIZED	61
TO NUMBER FILLED	40	TO NUMBER FILLED	50

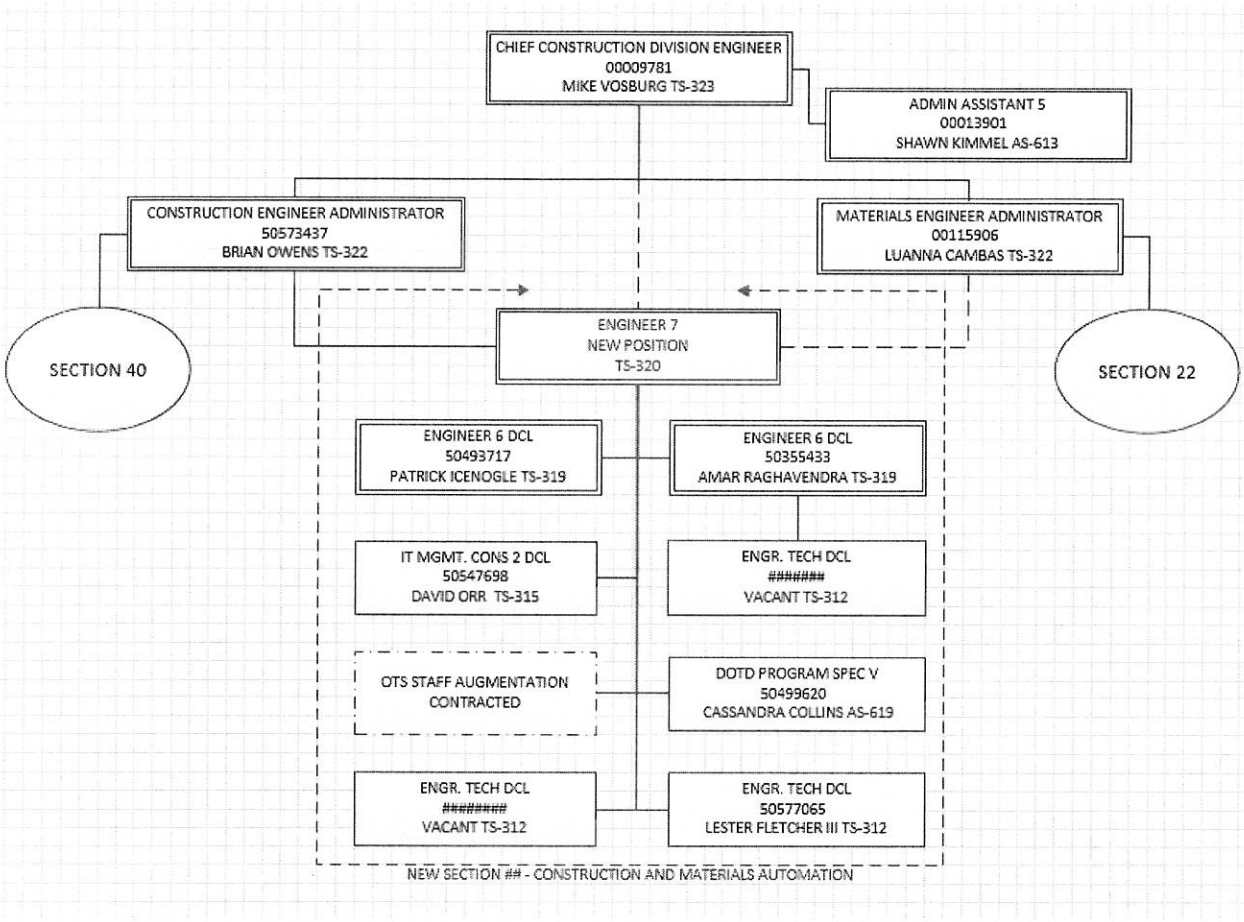
Total Authorized Positions for Section 40 + Section 22 = 101

Total Filled Positions for Section 40 + Section 22 = 90

VACANT POSITION

VACANT AND POSTED

VACANT, POSTED AND OFFERED


CHIEF CONSTRUCTION DIVISION ENGINEER
00009781
MIKE VOSBURG TS-323
ADMIN ASSISTANT 5
00013901
SHAWN KIMMEL AS-613
CONSTRUCTION ENGINEER ADMINISTRATOR
50573437
BRIAN OWENS TS-322
MATERIALS ENGINEER ADMINISTRATOR
00115906
LUANNA CAMBAS TS-322
SECTION 40
SECTION 22
ENGINEER 7
NEW POSITION
TS-320
ENGINEER 6 DCL
50493717
PATRICK ICENOGLE TS-319
ENGINEER 6 DCL
50355433
AMAR RAGHAVENDRA TS-319
IT MGMT. CONS 2 DCL
50547698
DAVID ORR TS-315
ENGR. TECH DCL
#######
VACANT TS-312
OTS STAFF AUGMENTATION
CONTRACTED
DOTD PROGRAM SPEC V
50499620
CASSANDRA COLLINS AS-619
ENGR. TECH DCL
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VACANT TS-312
ENGR. TECH DCL
50577065
LESTER FLETCHER III TS-312
NEW SECTION ## - CONSTRUCTION AND MATERIALS AUTOMATION