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:	50607915

Allocation Action:	New Position
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/12/2021
Position Audited:	No
Audit Date:	
Comments:	Position not to be used as a comparable.

Log Number:	177478
Consultant:	NRB
Supervisor:	DBA

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
0700/0276	

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7		

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Engineer 7	TS-320	109340

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
		EBR	0050

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/Div 35	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	new position	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

	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) Christopher P. Knotts, Chief Engineer	2/1/2021	☒ 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.

This position is one of six Engineer 7 Project Managers housed in the Louisiana Department of Transportation and Development (DOTD) Critical Projects Division (35), that collectively oversee the most expansive, complex, high risk and sensitive projects critical to meeting the objectives of the organization. The incumbent exercises full authority over scope, schedule, and budget, functionally supervising DOTD Task Managers (Engineers, Real Estate Agents, Utility Specialists, Surveyors, Hydraulics Staff, and Environmental Impact Specialists) across multiple Sections/Districts and consultants across multiple disciplines. Each incumbent routinely works hand-in-hand with Executive Staff. Each incumbent must simultaneously manage multiple projects with a total aggregate volume in excess of two billion dollars.

The defining characteristics of Division 35 projects, distinguished from routine project management that may occur in other areas of the agency are: project cost in excess of 50 million dollars, projects that require extensive federal environmental study and approvals, or projects that have specific federal or state legislative line item appropriations. Other critical projects may only be tasked to the Division by the DOTD Secretary or Chief Engineer.

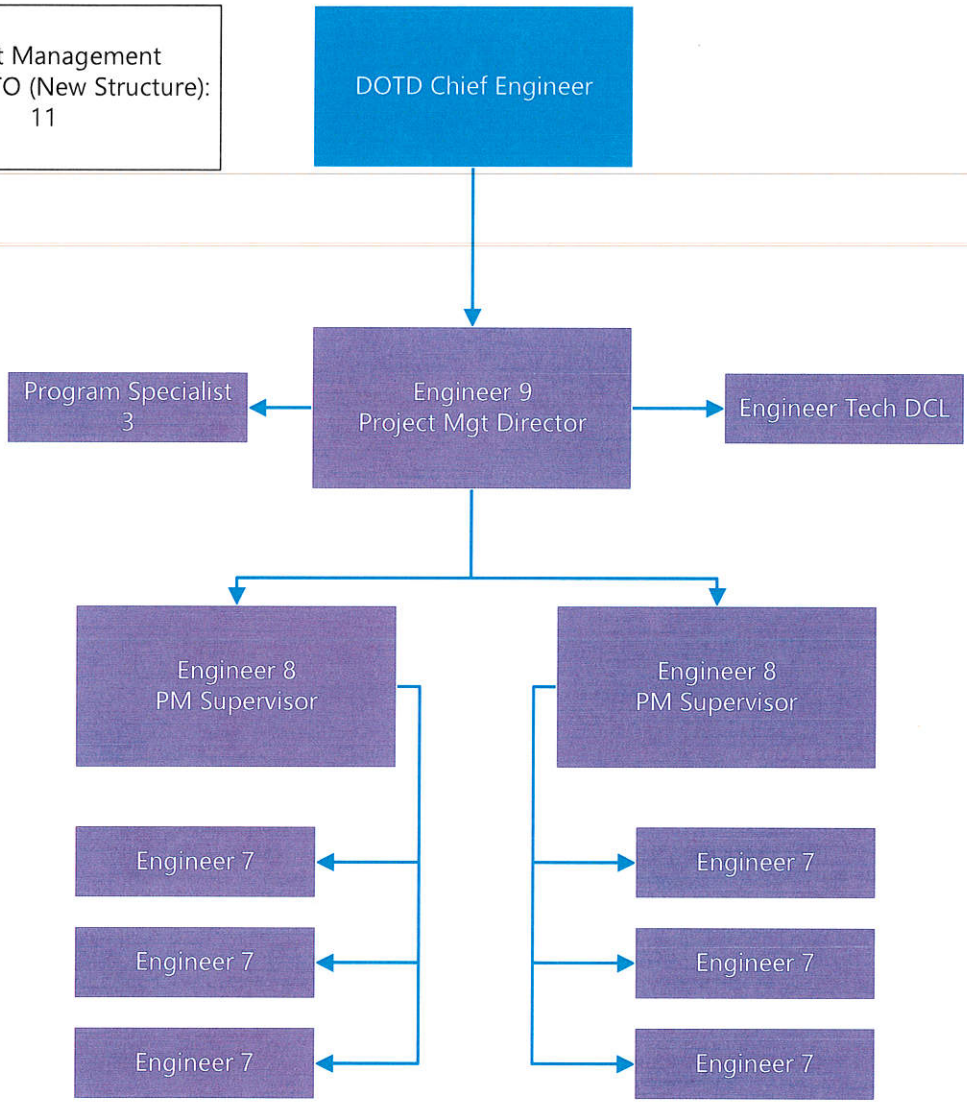
While in official capacity, DOTD employees must comply with all applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

45% Autonomously administers and facilitates all aspects of multiple complex, highly visible transportation projects. Maintains full accountability for delivering within agreed scope, schedule, and budget from project initiation through project delivery. Maintains sole accountability for project budget, facilitation, and coordination from preconstruction activities through construction and project closeout. As necessary, ensures that all project funding and appropriation related requirements are achieved, including entering projects into the DOTD tracking system (PS); ensuring capital outlay requests are submitted at the appropriate time; budget and payment oversight; responding to inquiries; coordinating with internal and external stakeholders.

30% Exercises supervision of all processes and deliverables within the scope of assigned projects across multiple complex engineering and non-engineering disciplines including Road Design, Bridge Design, Environmental, Real Estate, Survey, Geotechnical Engineering, and Utilities. Manages Consultant Engineers, and other expert task managers on assigned projects regarding all project related activities within the scope of the project. Provides specific functional and technical expertise while coordinating the work of DOTD technical disciplines.

15% Communicates project status to internal and external stakeholders throughout the project life cycle. Provides project briefings to DOTD executive management; the Louisiana Governor; federal, state and local elected officials; boards and commissions; and the general public. Briefing types include, but are not limited to, testimony before legislative committees, presentations at public meetings, and one-on-one or small group discussions with elected officials and business owners. Conducts lessons learned briefings upon completion of projects.

5% Communicates upcoming project needs with other DOTD staff to facilitate development of budgets, financial plans, and statewide transportation plans.

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

Project Management Positions/TO (New Structure): 11