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:	50591697

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:	12/17/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	185718
Consultant:	JCA
Supervisor:	DBA

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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	50591697

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	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
			☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
PICARD, TOBY	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/OFFICE OF ENGINEERING/HQ/SECTION 24/ UNIT 002		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 8	115857	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
WAGUESPACK, BRENT	50484432	ENGINEER 7

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

5	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	
Toby J. Picard EMPLOYEE	12/15/21	☐ 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	12/16/21	☑ 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)	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.
Robert Isemann PRINT NAME AND TITLE OF APPOINTING AUTHORITY	12/16/21	

8 JOB DUTIES AND RESPONSIBILITIES

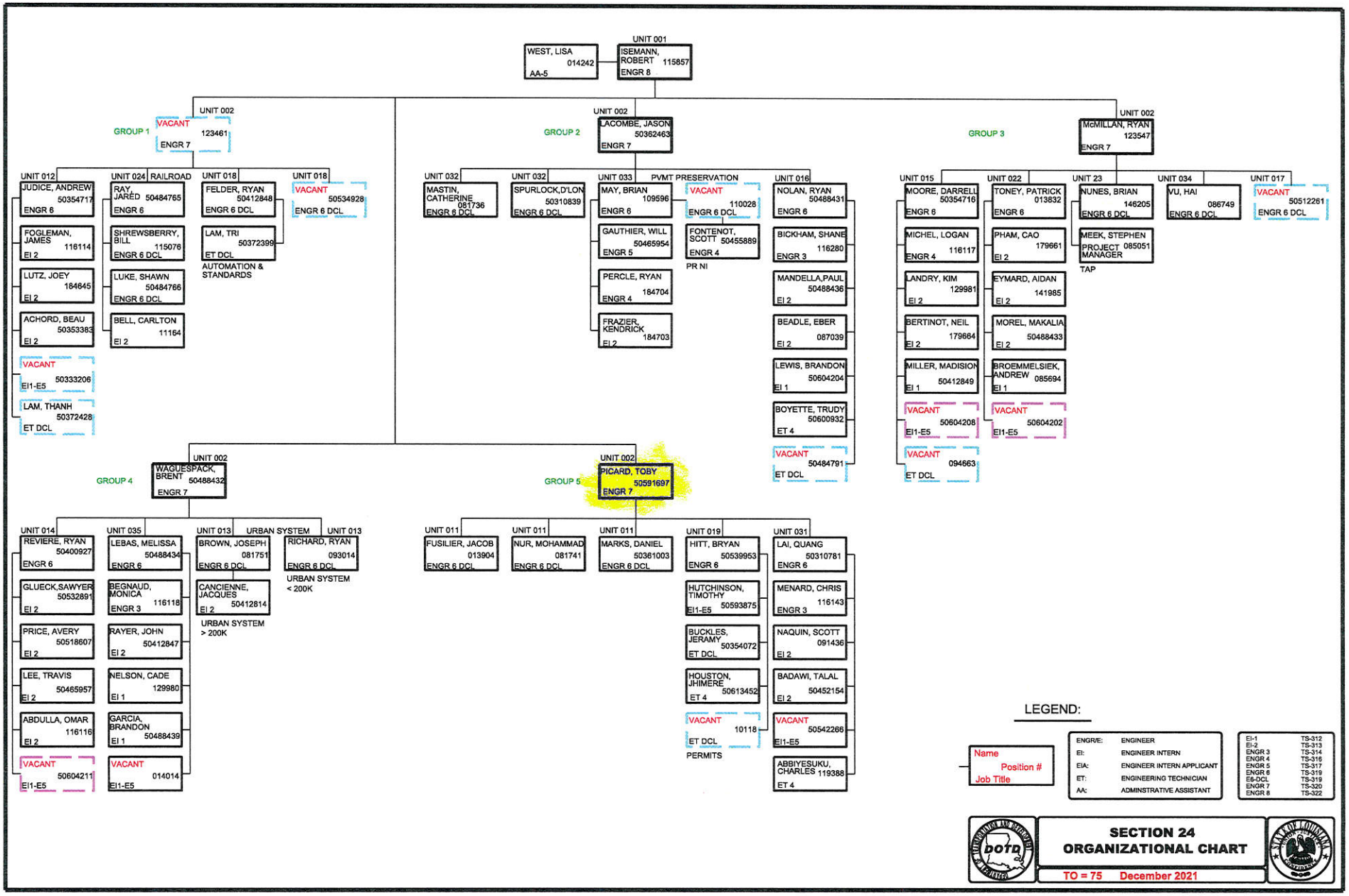
Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

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.

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.

This position is held by a licensed Professional Engineer with statewide responsibility. The engineer serves as one of five (5) chief assistants to the Road Design Engineer Administrator and assists in the administration of a major design division.

55%	Assists in setting priorities, developing programs, and coordinating and planning activities for the section. Advises, recommends, and/or establishes policy and procedure for the Department as pertaining to roadway design. Provides administrative and technical guidance and engineering expertise at the highest level for major highway projects and for major highway programs. Is responsible for the supervision and training of in-house engineering and technical staff. Direct reports include the Off-System Bridge Program Manager and an in-house design unit.
25%	Administers consultant contracts for major highway design projects by developing project scopes, negotiating contract fees, monitoring consultant progress, administering the contract's provisions, approving invoices and reviewing the acceptability of final plans.
10%	Represents the Department of Transportation and Development as an expert witness in tort liability cases involving roadway design. This includes advising the attorney on the appropriate interpretation of DOTD, FHWA and AASHTO design guidelines and policies and as-built roadway plans. Provides technical expertise and the Department's position by answering interrogatories, giving depositions, assisting and guiding our attorney in court to interpret the credibility of the plaintiff's expert witnesses, and testifying as an expert witness.
5%	Serves as the Department's representative in meeting with elected state officials, parish governing bodies, and municipal governing bodies to advise, coordinate, inform, and obtain necessary approvals for project development and to keep these officials current on status of projects in their respective areas of concern.
5%	May be required to perform other duties as necessary, but not limited to, emergency/disaster support activities.
100%	


WEST, LISA 014242 AA-5
UNIT 001
ISEMANN, ROBERT 115857 ENGR 8
GROUP 1
UNIT 002
VACANT 123461 ENGR 7
UNIT 012
JUDICE, ANDREW 50354717 ENGR 6
FOGLEMAN, JAMES 116114 EI 2
LUTZ, JOEY 184645 EI 2
ACHORD, BEAU 50353383 EI 2
VACANT 50333206 EI1-E5
LAM, THANH 50372428 ET DCL
UNIT 024
RAILROAD
RAY, JARED 50484765 ENGR 6
SHREWSBERRY, BILL 115076 ENGR 6 DCL
LUKE, SHAWN 50484766 ENGR 6 DCL
BELL, CARLTON 11164 EI 2
UNIT 018
FELDER, RYAN 50412848 ENGR 6 DCL
LAM, TRI 50372399 ET DCL
AUTOMATION & STANDARDS
UNIT 018
VACANT 50534928 ENGR 6 DCL
GROUP 2
UNIT 002
LACOMBE, JASON 50362463 ENGR 7
UNIT 032
MASTIN, CATHERINE 081736 ENGR 6 DCL
UNIT 032
SPURLOCK,D'LON 50310839 ENGR 6 DCL
UNIT 033
PVMT PRESERVATION
MAY, BRIAN 109596 ENGR 6
GAUTHIER, WILL 50465954 ENGR 5
PERCLE, RYAN 184704 ENGR 4
FRAZIER, KENDRICK 184703 EI 2
VACANT 110028 ENGR 6 DCL
FONTENOT, SCOTT 50455889 ENGR 4
PR NI
UNIT 016
NOLAN, RYAN 50468431 ENGR 6
BICKHAM, SHANE 116280 ENGR 3
MANDELLA,PAUL 50488436 EI 2
BEADLE, EBER 087039 EI 2
LEWIS, BRANDON 50604204 EI 1
BOYETTE, TRUDY 50600932 ET 4
VACANT 50484791 ET DCL
GROUP 3
UNIT 002
McMILLAN, RYAN 123547 ENGR 7
UNIT 015
MOORE, DARRELL 50354716 ENGR 6
MICHEL, LOGAN 116117 ENGR 4
LANDRY, KIM 129981 EI 2
BERTINOT, NEIL 179664 EI 2
MILLER, MADISION 50412849 EI 1
VACANT 50604208 EI1-E5
VACANT 094663 ET DCL
UNIT 022
TONEY, PATRICK 013832 ENGR 6
PHAM, CAO 179661 EI 2
EYMARD, AIDAN 141985 EI 2
MOREL, MAKALIA 50488433 EI 2
BROEMMELSIEK, ANDREW 085694 EI 1
VACANT 50604202 EI1-E5
UNIT 23
NUNES, BRIAN 146205 ENGR 6 DCL
MEEK, STEPHEN 085051 PROJECT MANAGER
TAP
UNIT 034
VU, HAI 086749 ENGR 6 DCL
UNIT 017
VACANT 50512261 ENGR 6 DCL
GROUP 4
UNIT 002
WAGUESPACK, BRENT 50488432 ENGR 7
UNIT 014
REVIERE, RYAN 50400927 ENGR 6
GLUECK,SAWYER 50532891 EI 2
PRICE, AVERY 50518607 EI 2
LEE, TRAVIS 50465957 EI 2
ABDULLA, OMAR 116116 EI 2
VACANT 50604211 EI1-E5
UNIT 035
LEBAS, MELISSA 50488434 ENGR 6
BEGNAUD, MONICA 116118 ENGR 3
RAYER, JOHN 50412847 EI 2
NELSON, CADE 129980 EI 1
GARCIA, BRANDON 50488439 EI 1
VACANT 014014 EI1-E5
UNIT 013
URBAN SYSTEM
BROWN, JOSEPH 081751 ENGR 6 DCL
CANCIENNE, JACQUES 50412814 EI 2
URBAN SYSTEM > 200K
UNIT 013
RICHARD, RYAN 093014 ENGR 6 DCL
URBAN SYSTEM < 200K
GROUP 5
UNIT 002
PICARD, TOBY 50591697 ENGR 7
UNIT 011
FUSILIER, JACOB 013904 ENGR 6 DCL
UNIT 011
NUR, MOHAMMAD 081741 ENGR 6 DCL
UNIT 011
MARKS, DANIEL 50361003 ENGR 6 DCL
UNIT 019
HITT, BRYAN 50539953 ENGR 6
HUTCHINSON, TIMOTHY 50593875 EI1-E5
BUCKLES, JERAMY 50354072 ET DCL
HOUSTON, JHIMERE 50613452 ET 4
VACANT 10118 ET DCL
PERMITS
UNIT 031
LAI, QUANG 50310781 ENGR 6
MENARD, CHRIS 116143 ENGR 3
NAQUIN, SCOTT 091436 EI 2
BADAWI, TALAL 50452154 EI 2
VACANT 50542266 EI1-E5
ABBIYESUKU, CHARLES 119388 ET 4
LEGEND:
Name
Position #
Job Title
ENGR/E: ENGINEER
EI: ENGINEER INTERN
EIA: ENGINEER INTERN APPLICANT
ET: ENGINEERING TECHNICIAN
AA: ADMINSTRATIVE ASSISTANT
EI-1 TS-312
EI-2 TS-313
ENGR 3 TS-314
ENGR 4 TS-316
ENGR 5 TS-317
ENGR 6 TS-319
E6-DCL TS-319
ENGR 7 TS-320
ENGR 8 TS-322
DOTD
SECTION 24
ORGANIZATIONAL CHART
TO = 75 December 2021