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:	50544049

Allocation Action:	Affirmed
Official Allocation:	GIS MGR
Job Code:	173580
Pay Level:	TS-316
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/14/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	195434
Consultant:	JCA
Supervisor:	DEZ

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
0700/0276	50544049

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
GIS Manager	TS-316	173580
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
Johnson, Kurt	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Engineering/Project Development Division/S30 - Location & Survey/U007/EBRP	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Surveyor Manager	~~123295~~ new	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

3	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) Stanley Ard - Surveyor Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 8/1/2022	☒ 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.

FUNCTION: This position assists in the management of all activities related to the daily operations and post-processing of all LiDAR (Light Detection and Ranging) and imagery data compiled by the Remote Sensing Unit. Acts as a Task Manager on all IDIQ contracts managed by the Remote Sensing Unit. The incumbent serves as a DOTD representative to federal, state, and local agencies, transportation industry, and the public regarding LiDAR. Position reports directly to the Surveyor Manager over the Remote Sensing Unit. Consults with counterpart in the Cartographic Mapping Unit in the Office of Planning to provide DOTD with the most accurate imaging Geographic Information Systems (GIS) data, used by the department, external contractors and the Federal Government. This position also aids in the production and QA/QC of deliverables to all DOTD customers.

JOB DUTIES: 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.

70% Manages and works along with staff in LiDAR data extraction/compilation generated and maintained by the Office of Engineering. Responsible for development of scope of services, proposal advertisements, request for proposal (RFP) review, and approval of contracts and invoices for the consultants DOTD works with in relation to LiDAR mapping and photography. Oversees and assists in production of detailed LiDAR derivative products as requested.

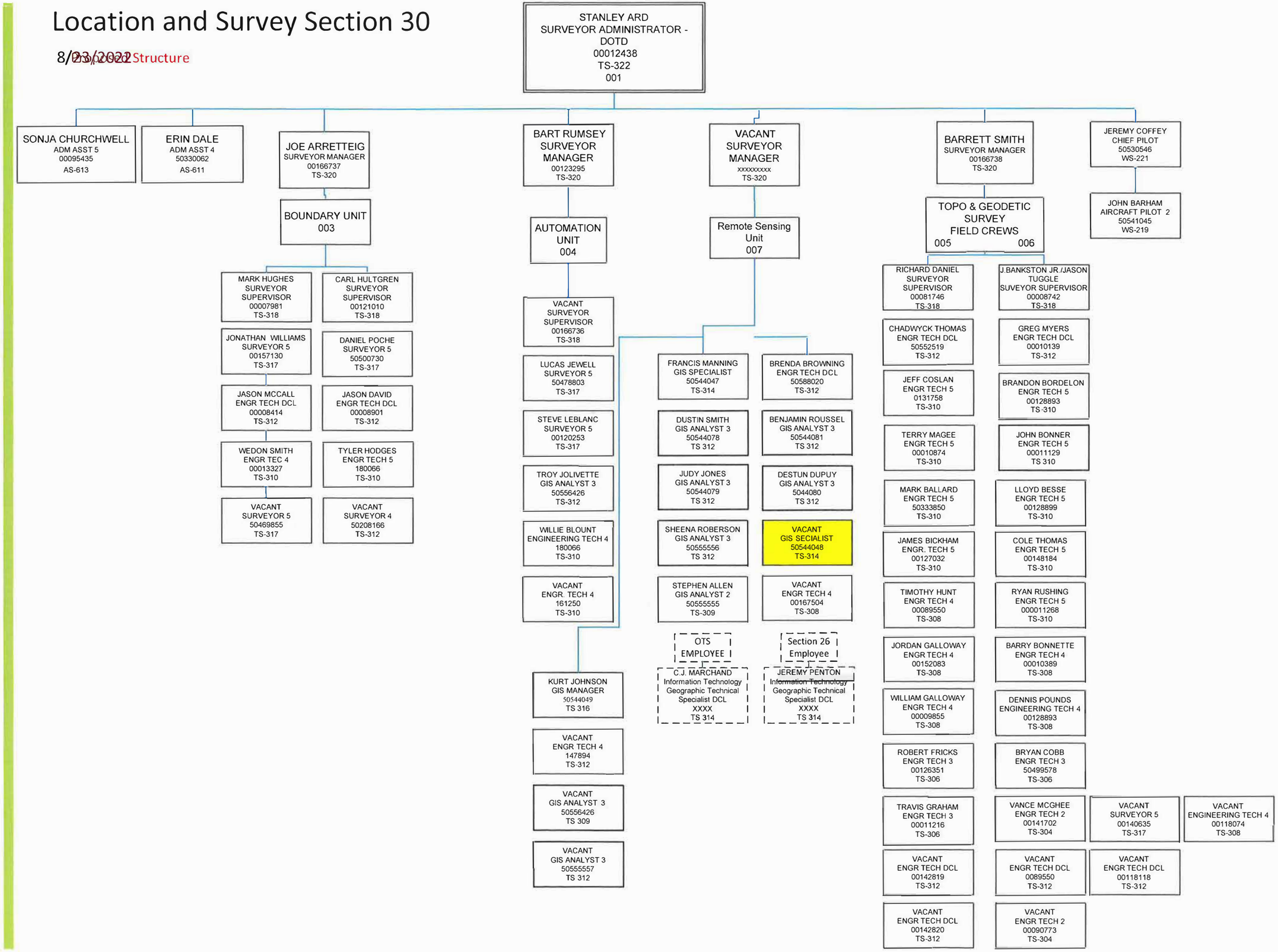
10% Manages the development, implementation, and upgrading of the latest technology with LiDAR applications. Establishes equipment and product needs, including computer hardware and software and writes justifications for purchase. Reviews consultant contracts. Provides technical assistance and courtroom exhibits for DOTD legal personnel and other State Agencies. This position also serves as an expert witness in court for matters in the field of LiDAR.

5% Serves as the designated DOTD representative to federal, state and local agencies, the LiDAR GIS industry and the public. This includes, but is not limited to, the Federal Highway Administration, U.S. Geological Survey and Board on Geographic Names, U.S. Census, Governor's Office of Homeland Security & Emergency Management, LA Municipal Association, Police Jury Association of LA, Metropolitan Planning Organizations and LA GIS Council.

5% Represents DOTD in LiDAR GIS activities pertaining to enterprise implementation, data collection, mapping and analysis at GIS conferences, seminars, workshops and training sessions to improve and stay abreast of the latest advances in LiDAR GIS and related technologies. This includes presenting technical and scientific papers and demonstrations in areas of specialty at listed agendas.

5% Manages the production of various types of graphics and digital or photographic slides of special purpose maps, GIS statistics and results of modeling using a variety of software products including production of high level GIS demonstrations with multimedia hardware and software. Incumbent supervises and manages the technical aspects of GIS data, including production and marketing of digital data in a variety of formats on a variety of media, and sharing of DOTD GIS data and technology through intranet/internet applications.

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

Location and Survey Section 30

8/23/2022 Proposed Structure