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:	50537674

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:	11/24/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	174535
Consultant:	NRB
Supervisor:	DBA

Louisiana SCS State Civil Service

POSITION DESCRIPTION

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	50537674

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	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
Ordogne, Mark	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LADOTD/Office of Engineering/Project Development Division/Section 67/ 004		(225) 379-1669
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	116325	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
McMillan, Ryan	123547	Engineer 7/LADOTD/Road Design
Isemann, Robert	123461	Engineer 7/LADOTD/Road Design

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.

EMPLOYEE	DATE	☐ 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	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.
APPOINTING AUTHORITY (Required) Chris Nickel Pavement & Geotechnical Eng. Admin. PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 11/24/2020	☒ 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.

C.S. Job Code: 109340
ENGINEER 7 Assistant Administrator – Pavement Design
POSITION NO: 50537674

I. General Overview:

This position is responsible for administering to and overseeing the operations of the Pavement Design Program. The Assistant Administrator develops the goals and priorities of the Pavement Design unit to meet schedules set by the DOTD Staff Engineer Administrator of the Pavement & Geotechnical Services Section.

The incumbent is responsible for overseeing the development of new typical pavement sections and pavement restoration sections on all LADOTD projects. The incumbent also manages the Life Cycle Cost Analysis (LCCA) evaluations for all alternative pavement designs in the Department and ensures all contract information is readily supplied to the Contracts and Specifications Section prior to bidding alternative pavement design projects.

The incumbent advises and consults regularly with high-level DOTD engineers and administrators (DOTD Chief Engineer, Deputy Chief Engineer, Deputy Secretary, District Administrators, etc.) and recommends pavement structural sections, construction materials and policy standards to agency officials. This position provides regulatory / functional supervision over DOTD Engineering Consultants, Design and Construction Engineers, Engineering Managers, and Contractors as related to pavement systems design.

The incumbent is responsible for assisting the administrator of the Section in developing the annual operating budget as well as goals necessary to meet the required needs for the fiscal year. 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.

II. Duties and Responsibilities

50% Oversees staff of the In- House Pavement Services and Design Specialist Unit

This position is responsible for supervising, directing, and managing staff consisting of a specialized team of engineers and engineering technicians who are responsible for performing all of the pavement design duties statewide. Responsible for providing shallow foundations data (sub-grade soil surveys) either in-house or by retainer contract in areas inaccessible to the District Labs or in situations where the lab is unable to obtain the data. Directs the plotting of the data for inclusion in roadway plans. Develops the specialized training program requirements for the Unit's personnel.

The incumbent generates and reviews designs of pavement structural sections and pavement preservation sections statewide utilizing the latest design methodologies and proprietary software. The incumbent is the authority for the Pavement and Geotechnical Section in the pavement design area and ensures all DOTD, FHWA, and AASHTO policies and directives are incorporated into the designs and subsequent recommendations. Serves as the Department's statewide pavement technical expert to determine design input parameters and design software utilization.

The Assistant Administrator develops the work plan for the pavement design unit and the engineering DCL's by setting goals and priorities to meet schedules set by the DOTD Pavement & Geotechnical Services Section Administrator.

Works with designers of flexible, rigid, and overlay pavement structures. Directs the pavement rehabilitation methods utilized in the Districts for the statewide DOTD highway system. Determines pavement surface type, base course alternates and subgrade suitability. Determines stabilization techniques required for roadway subgrades including the use of lime treatment, cement treatment or modification with geosynthetics.

Evaluates current design policies to assure the realization of the design objectives by monitoring construction problems and successes along with instrumentation results and comparing with initial design predictions.

Determines the scope of the subgrade soil surveys for pavement designs, pH and resistivity readings, canal probings or drainage structure foundations, coring existing pavements, and other more complicated tests such as the falling weight deflectometer testing for pavement overlay design.

Assists in the formulation of design standards and policies for pavement structures and roadway embankments and subgrades in order to assure utilization of the latest developments for cost effective designs. This may include serving on several DOTD committees to establish policies and guidelines.

Provides pavement related construction contract specifications to the Contracts & Specifications Engineer. Specifications provide for materials and construction requirements for experimental programs involving new pavement structures and new base course materials, etc.

Assists section administrator in preparing the annual operating budget for the Pavement and Geotechnical Services Section necessary to meet required needs. Helps administrator to determine staffing levels and specialty equipment purchases required to perform design and construction related tasks.

20% **Project Tracking and Supervision**

Administers to the pavement unit's staff of engineers, engineer interns, design specialists, and statewide field crew. Prioritizes and schedules work assignments, training requirements to meet project deadlines and program funding. Utilize projects tracking tools (PPMS, Group Access database, mainframe, etc.) to assure timely completion of projects. Supervises the engineering staff generating the Department's feasibility study and specialty economic analysis (Life Cycle Costs Analysis, LCCA) for pavement selection alternatives

Delivers opinions and recommendations directly to the DOTD Chief Engineer. This involves recommending and incorporating highly sensitive and complex design input parameters into the LCCA.

Plans and prepares performance planning documents for subordinates and ensures performance appraisal requirements are conducted according to DOTD policy. Ensures training for all subordinates is provided
and documented according to Department Policy and makes recommendations to the Administrator regarding merit increases and promotion. Approves leave, travel authorizations, personnel actions, and budgetary actions regarding personnel in the chain of command.

15% **Represents the Department**

Represents the Department when conferring with the Federal Highway Administration, Corps of Engineers, and other federal, state, and local government agencies in the matters concerning pavement design and construction.

Assists the Department's legal section in preparing defenses for lawsuits affecting the Department by providing the technical information necessary to prepare for litigation. Serves as an expert witness on behalf of the Department in areas concerning pavement design and construction.

Serves on FHWA or AASHTO technical committees to develop new design and construction policies, manuals, training workshops, and specifications on matters related to pavement systems design and construction. Reports to Agency officials the recommendations of these technical committees.

10% **Miscellaneous – Research – Policy Development – Contact with other Agencies**

Researches new technological advances in design methodology, field exploration, and computer aided designs that may improve or enhance the design process. Research may involve being a principal or co-principal in federally funded DOTD research projects or serving on Project Review Committees (PRC) to monitor the progress of current research and recommend implementation procedures.

Routinely confers with Structural and Geotechnical research engineers within DOTD, University researchers, and FHWA Engineers concerning current and future pavement and geotechnical research projects.

Directs the development of new computer programs, computer databases, and computer automation to enhance the performance and efficiency of the program responsibilities. Controls the distribution and use of the Department's specialized "DARWIN" and "Pavement ME"software for pavement design.

Develops and is responsible for maintaining the Pavement Design manual to officially document DOTD design policy as related to pavement foundation systems design and construction. Recommends, guides, and evaluates applied research to continually refine criteria, procedures, and methodology of design.

Serves on various technical committees such as the New Product Evaluation Committee, Pavement Type Selection Committee, and evaluation and steering committees for various research projects, etc.

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

100% Total

III. **Supplemental Qualification Requirements:**

The incumbent should have 8 years of professional engineering experience in the design, construction or maintenance of pavement structural sections and pavement preservation section for the State's highway system.

Pavement & Geotechnical
Section 67
Proposed October 2020

Total Positions: 27
Filled: 24
Vacant: 3
*Includes Student

TO: 24
Filled: 24
Vacant: 0

- Engineer 8
- Engineer 7
- Engineer 6
- Engineer 6 DCL
- Engineer Tech DCL
- Field Crew
- Administrative Asst.
- Student
- Engineer Progression Group

Christopher Nickel
Engineer 8
116325

Angela Collins
Administrative Assistant 5
148677

Geotechnical

Jesse Rauser
Engineer 7
50538135

Vacant
Engineer 6
009915

Miranda Perkins
Engineer 3
161964

Jess Thurman
Engineer Intern 2
014005

Kevin Mai
Engineer Intern 2
172059

Lucy Farrar
Engineer Intern 2
116139

Brian Heath
Engineer Intern 1
011373

Kristy Smith
Engineer 6 DCL
50408868

James Chatagnier
Engineer 6 DCL
50362211

Derek Paille
Engineer 6 DCL
144569

Grady Sevario
Engineer Tech DCL
141724

Vacant
Engineer 6
Requested

Johnny Sanford
Engineer Tech 7
115806

Robert Perry
Engineer Tech 5
011890

Ewart Quick
Engineer Tech 4
139963

Nelson Davis
Engineer Tech 3
007860

Austin Holcomb
Engineer Tech 1
007888

Deonte Alexander
Engineer Tech 1
090757

Pavement

Mark Ordogne
Engineer 7
50537674

Xingwei Chen
Engineer 6
50364876

Joseph Lejeune
Engineer Intern 1
122672

Jonathan Ladatto
Engineer Tech DCL
50555342

Vacant
Engineer Tech 5
012970

Jeff Lambert
Engineer 6 DCL
167446

James Ball
Engineer 6 DCL
50555341