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: | 9175 |

| | |
|---|---|
| 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: | 08/10/2021 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 181856 |
| Consultant: | YM |
| Supervisor: | DBA |

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.

☒ 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 | 9175 |

| 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

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

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| VACANT | ☐ Yes ☐ No | Jennifer Mizzell |
| AGENCY/DEPARTMENT – OFFICE – DIVISION | | HUMAN RESOURCES TELEPHONE |
| LADOTD/Office of Engr/Traffic Engr Div./HQ Baton Rouge East Baton Rouge (17)/S27/U003 | | ( 225 ) 379-1902 |
| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
| Traffic Engineering Division Administrator - Engineer 8 | 50339276 | 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

| 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.

| | | |
|---|---|---|
| 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) | DATE 8-9-N | ☑ 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. |
| Ryan Hoyt, Engineer 8<br>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.

# ASSISTANT TRAFFIC ENGINEERING DIVISION ADMINISTRATOR

This position functions as the Assistant Section Head for the Traffic Engineering Section. The position has direct supervision over staff responsible for the design of traffic engineering devices and features contained in project plans. This includes the oversight of all Traffic Engineering designs and permits for traffic control devices including Interstate Signing, pavement markings, and Traffic Signals.

The position is responsible for the following duties:

60%

- Serves as Assistant Administrator of the Traffic Engineering Unit 3.
- Responsible for developing and maintaining all standard operation policies and studies related to Traffic Control Devices
- Responsible for developing and maintaining projects associated with Traffic Engineering Traffic Control Device program.
- Responsible for reviewing, signing and/or stamping studies, plans, and reports prepared by the section.
- Responsible for approving District Traffic Operations Reports and documents.
- Responsible for approving and initiating all Traffic Engineering policies in the Department.
- Responsible for writing and reviewing Traffic Engineering scopes for Traffic Control Device studies and contracts.
- Responsible for overseeing the procurement of supplies, equipment, software, and reference books.
- Responsible for approving Traffic Control Device Permits

15%

- Responsible for supervising all employees in the Traffic Engineering Unit 3:
- Reviews work efforts and staff assignments.
- Recommends approvals for leave, travel, and training.
- Conducts performance planning and reviews.
- Recommends approval for merit raises and takes disciplinary actions.
- Recommends hiring and promotions.
- Develops succession planning.

10%

- Develops and maintains strategic plan, budget and training for the Traffic Engineering Section.
- Determines best allocation of manpower (staff, contract staff and engineering consultants) to achieve desired goals for section. Serves as the Department's functional expert in matters related to the design and construction of traffic control devices.
- Develops and maintains standard design policies, manuals, standard plans, and details related to the design of traffic control devices.

10%

- Serves as the Department's functional expert in matters related to the design and construction of traffic control features.
- Represents the Department and state of Louisiana as a MUTCD committee member.
- Participates in semi-annual national meetings, periodic policy ballots and various sub-committees.

5%

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

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service Laws, Rules Regulations, as well as DOTD policies, procedures, manuals and directives.

## Unit 003

Responsible for :

- Signals and Signs
- Pavement Markings
- Traffic Control Device related Permits (Signs and Signals)
- Dist related Approval items (Sign related, possibly CEOs and others)
- Studies (focused on Device related studies and District assistance studies)

All responsibilities include creation and review of subject matters. It also is understood that with these responsibilities there is a need and requirement that all groups work together as project/studies may be reviewed by both sides. As such each groups would be the sole responder to review for their subject responsibilities and the comments would be at the discretion of the specifically assigned reviewer in that subject matter.

## Unit 002

Responsible for :

- Geometrics
- Access Management
- Access Related Permits (Driveways)
- Temporary Traffic Control
- Studies (focused on access geometric related)