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:	8745

Allocation Action:	Affirmed
Official Allocation:	ENG 9
Job Code:	171280
Pay Level:	TS-323
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	12/07/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	185391
Consultant:	WPA
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
0700/0276	8745

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 9	TS323	171280
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
Free, James K.	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Operations/District58/Gang001/Chase/Franklin Parish/21		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer Deputy Administrator DOTD	180310	Mary.Thomas@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

8	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)	12/7/21	☒ 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.
Vincent Latino / ASSI Sec of Ops 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.

ENGINEER 9

Mission Statement:

The overall function of this position is to provide leadership for District 58 as well as administers and manages all resources and business responsibilities.

This position is located in the District 58 of the Department of Transportation and Development and reports directly to the Engineer Deputy Administrator DOTD.

This position serves the following 6 parishes; Caldwell, Catahoula, Concordia, Tensas, Franklin and LaSalle which consists of **1492** road miles, and **419** state owned bridges. The District staff level is **216** with the following direct reports: 3-Assistant District Administrators, 2-Area Engineers, 1- Human Resources Analyst C and 1 - Administrative Assistant.

Specialized knowledge of Department policies, procedures, and rules along with applicable federal, state and local laws is required. The position participates in the required DOTD structured training program and obtains additional training to facilitate the performance of required tasks.

The incumbent is required to possess and maintain a valid Louisiana Driver's License and be knowledgeable in the safe operation of a passenger vehicle. The incumbent is required to have knowledge of the use of a HUF radio and proper radio etiquette. The incumbent shall utilize the latest available technology such as a smart/cell phone, computers, email, and social media to facilitate communications.

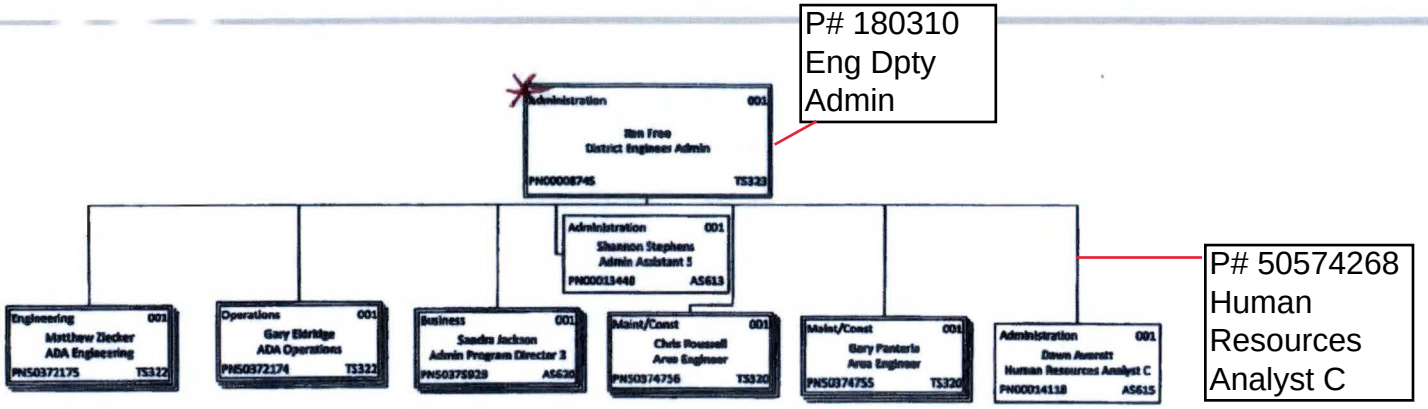
The incumbent must be a strong leader who is highly self-motivated, decisive, and be able to perform duties with general oversight and direction. The incumbent must be able to interpret the course of events and anticipate unforeseen conditions.

50% Provides leadership to the District Staff. Performs administrative and management duties over all resources and responsibilities assigned. Implements policies and direction from the Assistant Secretary of Operations. Advises Assistant Secretary of Operations of transportation needs within the district to provide for better use of available resources and improve department productivity. Ensures cohesion and teamwork between district operating units, governmental agencies, and private interests to ensure effective and efficient implementation of the Agency's Strategic Plan and Goals. Develops, interprets, and carries out policies and programs for all aspects of the business including but not limited to: construction, maintenance, design, public works, operations, permitting, and traffic. Creates a culture of accountability and ownership in the District. Implements organizational and leadership standards.

25% Confers, advises, and negotiates with federal, state, and local officials, private entities, members of the public, and other elected/appointed officials on a variety of issues, some sensitive and controversial. Calls, meets, and/or conducts conferences with legislators, mayors, police jurors, FHWA officials, local citizens, contractors, and media personnel to resolve and/or arbitrate complaints; construction, maintenance, and traffic problems; design errors; and/or discuss funding, planning, design, and schedule of various construction projects. Serves as media spokesperson to inform public of construction and maintenance project activities in the District. Represents the department/district on various highly complex engineering Issues as well as on highly publicized decisions or actions in which the media or the public are involved; participates in conferences with appointed DOTD officials, division directors, and other key staff to correlate and enhance administrative program.

15% Establishes priorities, goals, objectives, policies, and procedures in order to achieve desired results. Facilitates, schedules, and prioritizes work activities in order to achieve results in a timely and efficient manner. Establishes performance indicator criteria or benchmarks against which work efforts will be measured in order to gauge progress and evaluate results. Continuously monitors, tracks, evaluates, and reports on the progress, performance, costs, accomplishments, and status of all work, requests, complaints, projects, contracts, agreements, permits, reports, etc. in your district Ensures good documentation of progress, performance, costs, accomplishments, and status of all work, requests, complaints, projects, contracts, agreements, and permits.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. May be subpoenaed as requested by DOTD legal Counsel. 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.


P# 180310
Eng Dpty
Admin
Administration 001
District Engineer Admin
PN00008745 TS323
Administration 001
Shannon Stephens
Admin Assistant 5
PN00013448 AS613
Engineering 001
Matthew Ziecker
ADA Engineering
PN50372175 TS322
Operations 001
Gary Eldridge
ADA Operations
PN50372174 TS322
Business 001
Sandra Jackson
Admin Program Director 3
PN50375928 AS620
Maint/Const 001
Chris Roussell
Area Engineer
PN50374756 TS320
Maint/Const 001
Gary Panteria
Area Engineer
PN50374755 TS320
Administration 001
Dawn Averett
Human Resources Analyst C
PN00014118 AS615
P# 50574268
Human
Resources
Analyst C