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:	11500

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:	08/18/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207555
Consultant:	KS
Supervisor:	AD

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
700/0276	11500

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 9	TS-323	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
STUTES, JOSHUA	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/OFFICE OF OPERS/DISTRICT61/UNIT 001/EBR		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
DOTD DEPUTY ENGINEER ADMINISTRATOR	180310	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

7	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) M. Todd Dommyer Assistant Secretary of Operations PRINT NAME AND TITLE OF APPOINTING AUTHORITY	8-16-23	☑ 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.

District Administrator (Engineer 9)

Function Statement:

The overall function of this position is to provide leadership and direct/administer District 61's Construction, Maintenance, Design, Public Works, Traffic Services, and Business Functions. This position is located in District 61/Gang 001 at the East Baton Rouge Parish District Headquarters Building of the Department of Transportation and Development and reports directly to the Assistant Secretary of Operations. 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.

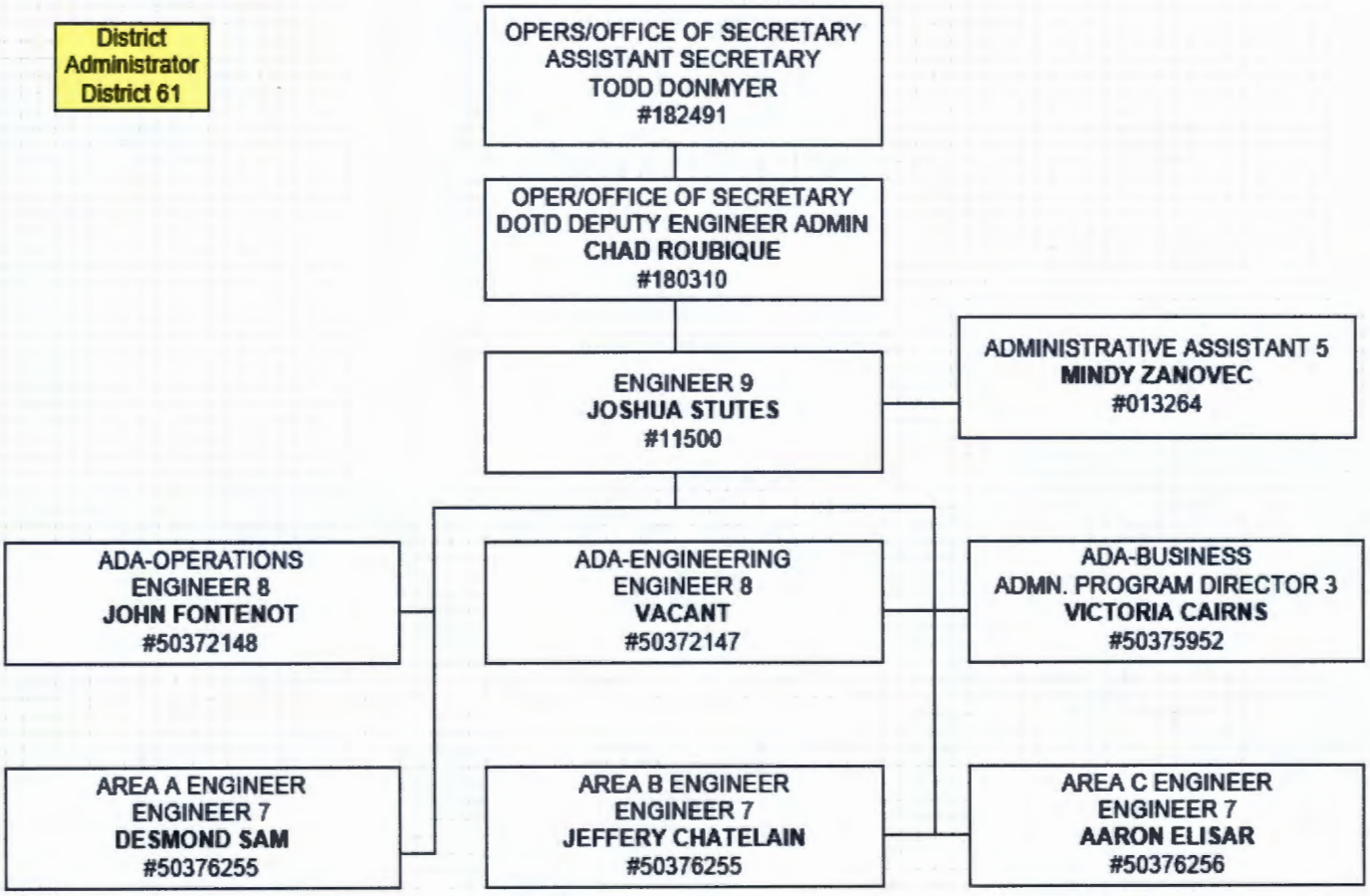
Job Duties & Responsibilities:

50% Administrates District 61 Construction, Maintenance, Design, Water Resources, Permits, Traffic Services and Business Programs for roads, bridges, buildings, docks and ports, and other DOTD facilities in 9 parishes. Supervises and provides administrative guidance to staff of (1) Assistant District Administrator of Engineering, (1) Assistant District Administrator of Operation, (1) Assistant District Administrator of Business, (3) Area Engineers and (1) Administrative Assistant 5. Indirectly supervises approximately 340 District personnel. Advises Assistant Secretary of Operations of transportation and development needs within the district to provide for better use of available resources and improve departmental policy. Promotes cooperation between district operating units, governmental agencies, and private interests to ensure efficient program implementation and further progress of organizational goals. Advises the Assistant Secretary of Operations and the following executive staff, as instructed by the Assistant Secretary: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff. In addition, if determined to be necessary by aforementioned executive staff, the incumbent may provide expert testimony before deliberative bodies such as legislative committees.

30% Calls, meets, and/or conduct conferences with legislators, mayors, police jurors, high ranking FHWA and EPA 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 scheduling of various construction projects. In coordination with the Public Relations Director, represents the department/district on various highly complex engineering issues as well as 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 the administrative programs. Facilitates and manages the District/Departments Road Transfer Program. Serves as a media spokesperson to inform the public of construction and maintenance project activities in District 61.

15% Establishes goals, objectives, policies, and procedures in order to achieve desired results; schedules and prioritizes work activities to achieve results in a timely and efficient manner. Establishes performance indicator criteria or benchmarks against which work efforts will be measured. Develops, interprets, and carries out policies and programs for operations of Construction, Maintenance, Design, Water Resources, Permits, Traffic Services and Business Programs in District 61. Assist in development and implementation of policies/projects of Capitol Region Planning Commission (Metropolitan Planning Organization). Reviews field reports and conducts field Inspections to determine progress of work and/or conformance to contracts, plans and specifications on construction and maintenance projects in District 61.

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


District Administrator District 61
OPERS/OFFICE OF SECRETARY ASSISTANT SECRETARY TODD DONMYER #182491
OPER/OFFICE OF SECRETARY DOTD DEPUTY ENGINEER ADMIN CHAD ROUBIQUE #180310
ENGINEER 9 JOSHUA STUTES #11500
ADMINISTRATIVE ASSISTANT 5 MINDY ZANOVEC #013264
ADA-OPERATIONS ENGINEER 8 JOHN FONTENOT #50372148
ADA-ENGINEERING ENGINEER 8 VACANT #50372147
ADA-BUSINESS ADMN. PROGRAM DIRECTOR 3 VICTORIA CAIRNS #50375952
AREA A ENGINEER ENGINEER 7 DESMOND SAM #50376255
AREA B ENGINEER ENGINEER 7 JEFFERY CHATELAIN #50376255
AREA C ENGINEER ENGINEER 7 AARON ELISAR #50376256