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:	10834

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/22/2023
Position Audited:	No
Audit Date:	
Comments:	3/27:Requested org chart that reflects this position reporting to the Chief Maintenance Engineer 3/30: The agency verified that this position only has 3 subordinates.

Log Number:	201759
Consultant:	WPA
Supervisor:	AD

DocuSign Envelope ID: F8FC6566-6918-43DD-9F35-F169D4BA98F6

STATECIVILSERVICE

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	10834

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
	TS-322	

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Engineer 8 (Traffic Service Administrator)		

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
	2764044500/27600TT102	EBR	0050

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
Colvin, Jody	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD/Engineering & Operations/Sect45/Unit 001/Baton Rouge/EBR (17)	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9 -Chief Maintenance Engineer	50338296	mary.e.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

4	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.

DocuSigned by: Jody Colvin 00097329135B4C0... EMPLOYEE	DATE 2/14/2023	☒ 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.
DocuSigned by: David Miller 7CE1E4DE9E4DA... APPOINTING AUTHORITY (Required)	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.
David Miller PRINT NAME AND TITLE OF APPOINTING AUTHORITY	2/14/2023	

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.

Traffic Services Administrator/Appointing Authority

Mission Statement: This position is in the Traffic Services Section of the Department of Transportation and Development and reports directly to the Chief Maintenance Engineer. This position serves as the Administrator/Appointing Authority for this statewide section.

30% Functions as Administrator and Appointing Authority for the DOTD Traffic Services. The statewide activities include planning, engineering, organizing, inspection, construction, equipment maintenance, consultant contracts and operation of traffic functions. Develops polices pertaining to the goals, objectives and priorities of the department relating to the traffic function consistent with Department and Federal policy that properly reflects current federal, state and local laws and regulations. Manage facilities maintenance and an annual operating budget of over $ 12 million.

20% Responsible for all major traffic signal installations and modifications, proper operations of the signals, signs repair and fabrication shops to support field operations (signs and signals). Administers the operation, construction and maintenance of computerized traffic signal system; including communications systems that interconnect the signals. Such communications technology includes fiber optic system and wireless systems. Oversees the operation, installations and maintenance of certain Intelligent Transportation System, e.g., computerized traffic signal systems. Prepares and administers the Section's annual operation budget of approximately 12 million and dispenses the funds for the most efficient use of available monies.

20% Responsible for the LOGO/TODDs program, Outdoor Advertising program and the ancillary sign structure inspection. Oversees these programs to ensure all requirements and operations meet federal and state requirements. Supports staff working directly with these programs and coordinates with internal legal section, Section 27, District staff, outside legal counsel and consultants.

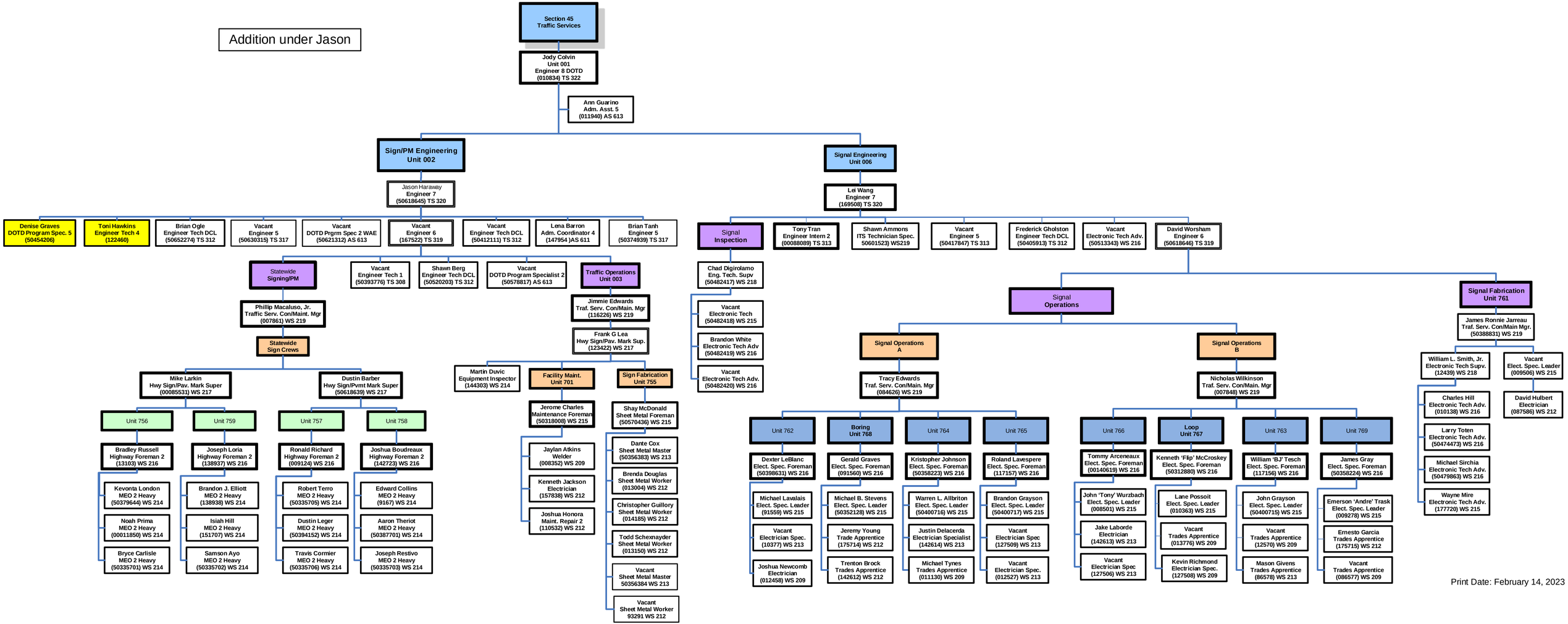
15% Responsible for traffic signal plan standards and provides technical support to the Construction Sections on signals, signs, and pavement marking work to ensure that the installations built are in accordance with Department and Federal standards. Provides technical supervision for review of all traffic signal and sign work done under contract. Serves on national committees involving traffic devices and traffic engineering, such as the National Committee for Uniform Traffic Control Devices and the AASHTO Committee on Traffic Engineering.

10% Interprets national standard and policies related to traffic engineering and safety. Adapts the Department's standard and policies to conform to national standards and policies. Advise and negotiates with elected public officials, federal, state, local, private organizations and consultants concerning traffic operations policies. Responds to inquiries for federal, state, and local officials related to traffic operations activities statewide. Prepares specifications for procurement of all traffic operations materials, supplies and equipment.

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.

Addition under Jason



Print Date: February 14, 2023