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:	10883

Allocation Action:	Job Correction
Official Allocation:	TRANSPORTATION OPS MGR
Job Code:	160680
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2023
Position Audited:	No
Audit Date:	
Comments:	Per General Circular 2023-030, Engineering Tech 7 positions being job corrected to Transportation Operations Manager, eff. 5/15/2023.

Log Number:	204711
Consultant:	JF
Supervisor:	EME

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: JENNIFER MIZZELL
HQ HUMAN RESOURCES

FROM: TATIANA RUFFIN

DISTRICT/SECTION: D62

STAMP IN DATE:

DISTRICT HR CHECKLIST		HQ HR CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Non-Competitive Action Authorization form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☑	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☐	Complete form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

JOB CORRECTION

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
0276	10883

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Transportation Operations Manager	WS-219	160680
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
Giaratano, Brian	☒ Yes ☐ No	Jennifer K. Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD Office of Engr and Operations/Dist62/Hammond/Tangipahoa/Gang500	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 7 - DOTD	50376009	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
Brett Pounds	8985	Transportation Operations Manager
Brandon Wood	11661	Transportation Operations Manager

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.

	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)	5-15-23	☒ 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.
Clay James / Area Engineer 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.

The overall function of this position is the supervision of the routine maintenance performed on the state highway infrastructure within the Parishes of Tangipahoa & St. John the Baptist. The position is located in District 62/Gang 500/Tangipahoa & St. John the Baptist Parishes of the Department of Transportation and Development and reports directly to the Area Engineer Central. The incumbent may be required to assist other government entities as directed on a statewide basis. The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. 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.

50% Supervises and assists the Parish Highway Maintenance Superintendents to plan and schedule work as needed. This includes the Interstate system and movable bridges. Conducts regular road inspections to ensure that the maintenance management program is successfully implemented in their area. Performs the duties of the Parish Maintenance Superintendents in their absence. This includes supervising and scheduling road and bridge maintenance for crews. Collaborates and assists the Districtwide Maintenance Specialist on in-house projects.

25% Oversees and inspects maintenance contracts such as Interstate Mowing contracts, non-Interstate Mowing contracts, Tree Removal contracts, Interstate Fence contracts, etc. Generates and maintains diary of work performed. Inspects Municipal agreements with local governments on items such as mowing, litter removal, and Interstate lighting systems. Performs initial approval of invoices submitted on these contracts.

5 % Conducts road inspection and maintenance inventory reports in their area as needed. Uses this report to help identifying major work to schedule for each parish. Collects information consisting of quantities and data for the Area Engineer and the District Administrator in order to assemble maintenance contracts and agreements. This includes selection of roads for construction projects, overlay program, minor overlay projects and chip seal programs. Performs follow-up inspections with construction personnel on projects under construction.

5% Meets and collaborates with the public and/or elected officials concerning complaints such as right-of-way, drainage improvements, tree removal, etc. Conducts investigations of sites and areas for claims against DOTD. Investigates encroachments on DOTD right-of-way/properties.

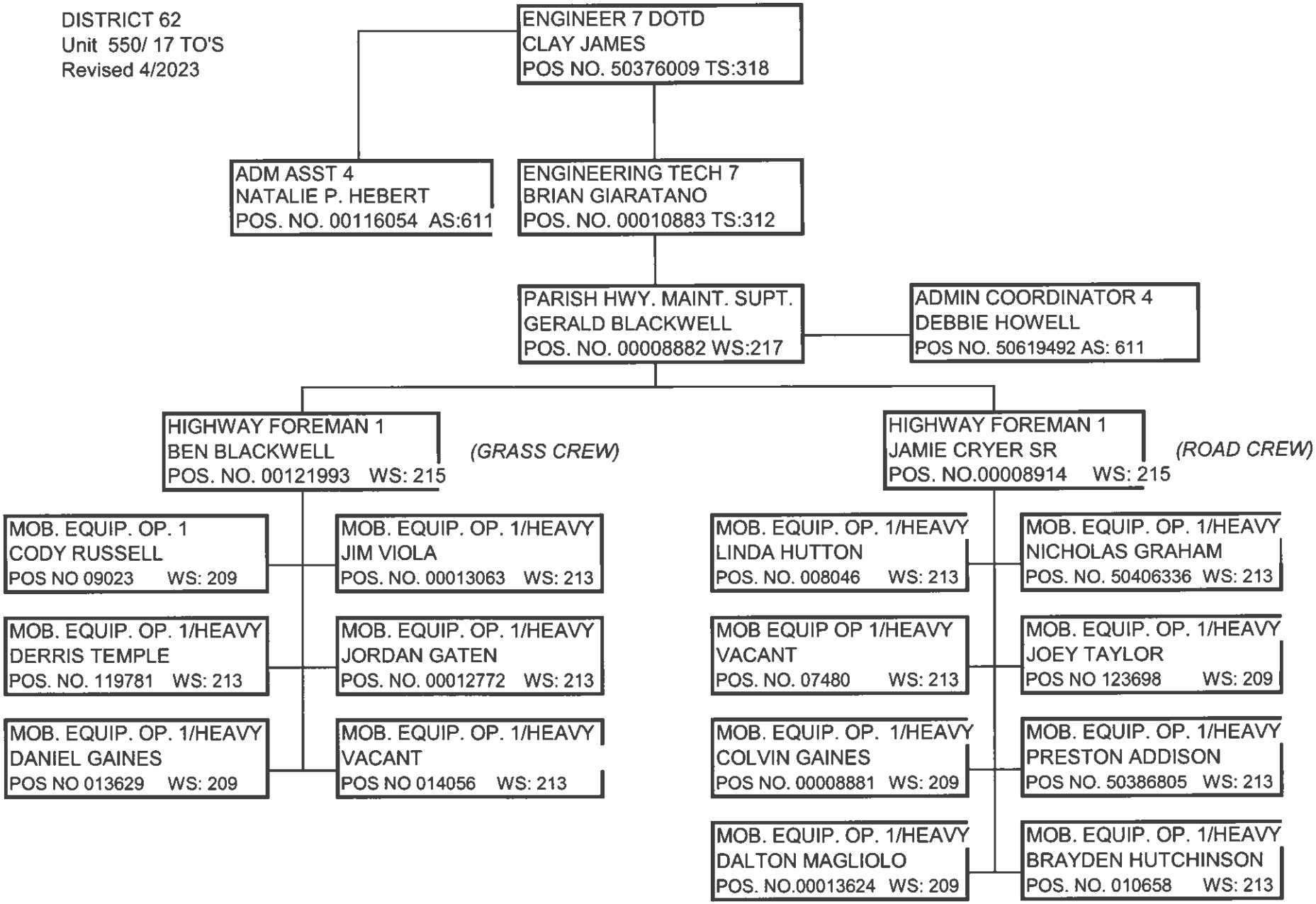
5% Computes and monitors quantities of materials used in maintenance functions. Provides information to the Area Engineer for preparation of the annual budget. Signs purchase request forms, materials reports, small tools requests and equipment requests. Operates construction level to establish or check grades on drainage ditches.

5% Prepares and conducts Planning and Rating sessions for direct subordinates per the Performance Evaluation System's requirements. Reviews Planning and Rating sessions as the second level supervisor. Signs payroll, approves leave, and coordinates random drug testing.

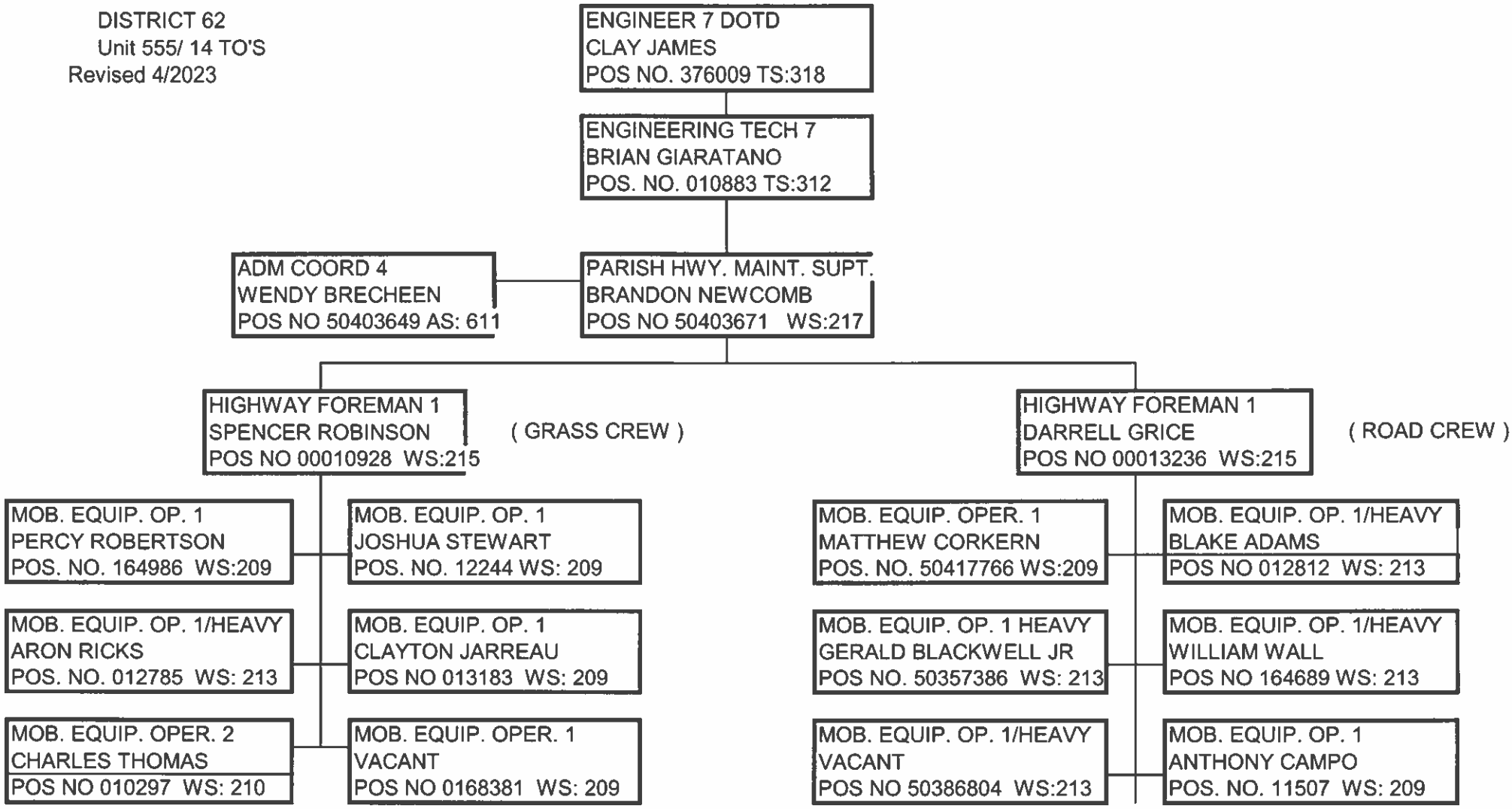
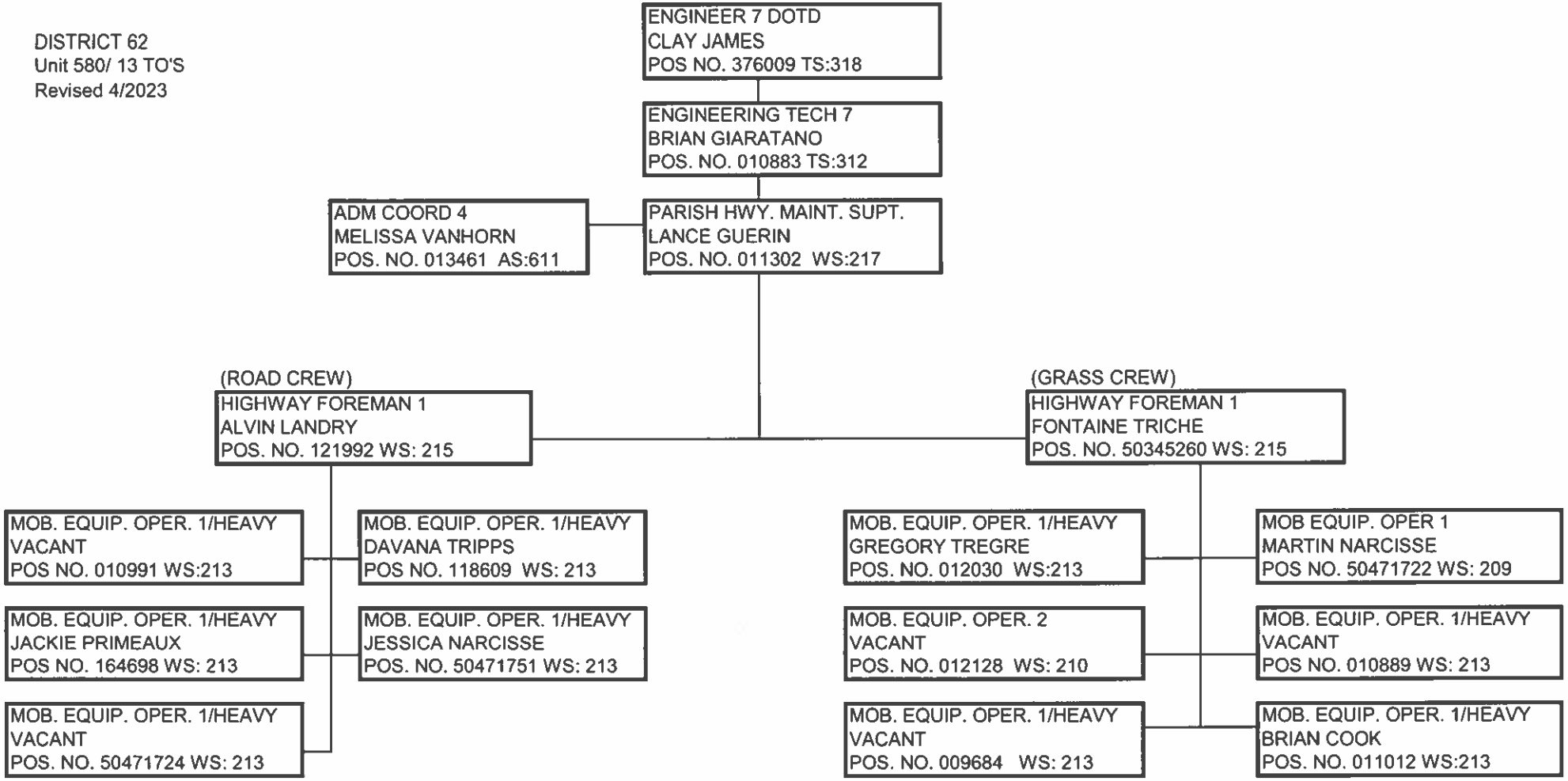
5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

100%

DISTRICT 62
Unit 550/ 17 TO'S
Revised 4/2023



DISTRICT 62
Unit 555/ 14 TO'S
Revised 4/2023



DISTRICT 62
Unit 580/ 13 TO'S
Revised 4/2023