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:	10699

Allocation Action:	Affirmed
Official Allocation:	ITS TECH MGR
Job Code:	173730
Pay Level:	WS-221
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/14/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208540
Consultant:	KS
Supervisor:	AD

Louisiana SCS State Civil Service

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
700/0276	00010699

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ITS Technician Manager	WS-221	173730
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
50381313	2764045600/27600TT102	EBR (17)	

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
Vacant upon retirment in January 2024 - Double Incumbency	☒ Yes ☐ No	JENNIFER MIZZELL ~~Charles Wood~~
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD - Operations - ITS Section 56 - Gang 005		(225) 379-1669
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ITS Maintenance & Communications Engineer Manager	50347457	JENNIFER.MIZZELL@LA.GOV ~~Charles.Wood@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

2	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) Joshua Hancock PRINT NAME AND TITLE OF APPOINTING AUTHORITY Joshua Hancock ITS Director	9/13/23	☒ 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.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)
INFRASTRUCTURE MANAGEMENT AND COMMUNICATIONS

ITS Technician Manager

This ITS Technician Manager position manages all aspects of the following programs: ITS Roadway Flooding Detection and Notification, ITS Traffic Video Collection and Distribution, ITS Device and System Maintenance, ITS Fiber Optic Damage Prevention, ITS Infrastructure Management, DOTD Wireline Communications Services, and DOTD Wireless Communications Services programs within the Infrastructure Management and Communications Unit of the DOTD statewide Intelligent Transportation Systems (ITS) Section. The ITS Program (ITSP) is charged with providing necessary planning, systems integration, and development of specifications for implementing state-of-the-art traffic monitoring and control technologies on the state's interstate and major highway systems. This program is supported by real-time operational transportation network software and hardware components. Responsibility includes providing program management and oversight of the various systems that monitor traffic flow on state highways to ensure uninterrupted traffic monitoring services within the state. The incumbent reviews, evaluates, and rates employee performance, approves/disapproves leave and arranges for formal training of employees. This position reports to the ITS Maintenance and Communications Engineer (Engineer 7 DOTD) and supervises ITS Technician Supervisors and indirectly supervises ITS Technician's (1,2,3) and ITS Technician Specialist's. The incumbent regularly consults with other DOTD districts/sections, other state agencies, and Metropolitan Planning Organizations (MPOs).

60% Manages the following programs: ITS Roadway Flooding Detection and Notification, ITS Traffic Video Collection and Distribution, ITS Device and System Maintenance, ITS Fiber Optic Damage Prevention, ITS Infrastructure Management, DOTD Wireline Communications Services, and DOTD Wireless Communications Services. Directs, develops, and implements policies and procedures as well as long and short range goals relative to each program. Revises policies and procedures when needed or upon direction from ITS Maintenance and Communications Engineer. Evaluates the impact of federal, state, and local legislation on each program. Ensures that all programs follow applicable national ITS standards. Establishes goals, policies, objectives, and budgets for the efficient operation of each program. Manages the budget for each program which totals approximately $1.6 million. Analyzes, defines, and recommends the acquisition of additional resources necessary to design, develop, and install ITS devices and systems and networks. Participates in the design of performance measures and in the testing and evaluation throughout all communications projects.

15% Reviews, evaluates, and conducts employee performance appraisals. Approves/disapproves leave and coordinates work by scheduling assignments and prioritizing work to set and meet objectives. Recommends technical training courses ensure skills and knowledge are current.

10% Performs research, review, report preparation & oral presentation at the direction of the Engineer 7 DOTD regarding any system issues that will halt or significantly delay collection of ITS data within the state. Evaluates state-of-the-art technologies and practices in relation to ITS Infrastructure and Communications which are presently available and provides a cost/benefit analysis for implementation. Develops and delivers

presentations on ITS Infrastructure Management and Communications topics to stakeholders as required to improve awareness of state-of-the-art traffic monitoring and control technologies as well as available data and its benefits. Reviews and comments on plans, specifications, and proposals for ITS construction projects and non-ITS projects that include or impact ITS devices or systems.

10% Attends and participates in training seminars & committee representation. Represents the Department in organizations and groups focused on ITS Infrastructure Management and Communications including the state's ITS Technical Advisory Council, Transportation Research Board, American Association of State Transportation Officials, Institute of Transportation Engineers, National Committee on the Manual of Uniform Traffic Control Devices, Gulf Region ITS (GRITS), and ITS America. Routinely consults with these groups in staying abreast of state-of-the-art traffic monitoring and control technologies and developing state policies, standards, and specifications for ITS and transportation data management and dissemination. Completes professional capacity-building curriculum and attends national symposiums and training sessions.

5% Performs other duties as directed by supervisors to maintain the 24 hour operation of ITS devices and systems. May be required to perform 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, and regulations, as well as DOTD policies, procedures, manuals, and directives.

DOTD
LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

Joshua Harrouch
ITS Engineer Director
TS-322
ENGR 8
50357403

Planning & Programming

Robin Wright
Statewide TIM Coordinator
AS-619
DOTD PROG SPEC 5
50361730

Administrative & Business Support

Diana Lafleur
Admin. Assistant
AS-613
ADMIN ASST. 5
50361878

Infrastructure Management & Communications

Roy Esteven
Maint. & Comm. Engr. Mgr.
TS-320
ENGR 7
50347457

Anthony St. Philip
ITS Sys Engr. Sup
TS-319
ENGR 6 DCL
50643622

Coley Johnson
ITS Field Maint. Mgr.
WS-221
ITS TECH MGR
50644293

Ben Nichols
ITS Project Mgr Engr.
TS-319
ENGR 6 DCL
50310794

Mark Vignes
ITS Field Maint. Mgr.
WS-221
ITS TECH MGR
00010699

Vacant
ITS Engr.
TS-317
ENGR 5
50319392

Vacant
ITS Systems Engr.
TS-312 - 317
ENGR 1 - 5
50369196

Clyde Williams
ITS Tech
WS-219
ITS TECH SPEC
00132225

Don Bastin
ITS Tech
WS-219
ITS TECH SPEC
00142243

Shane Maddie
ITS Maint. Sup
WS-220
ITS TECH SUPV
50501020

Daniel Brower
ITS Maint. Sup
WS-220
ITS TECH SUPV
50501019

Ronnie Hull
ITS Tech
WS-219
ITS TECH SPEC
00125744

Timothy Keene
ITS Tech
WS-219
ITS TECH SPEC
00167501

Vacant
ITS Tech
WS-219
ITS TECH SPEC
00185163

David Lockhart
ITS Tech
WS-219
ITS TECH SPEC
50510588

Brett Hutchinson
ITS Tech
WS-218
ITS TECHNICIAN 3
50510310

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
00115736

Chris Crossley
ITS Tech
WS-218
ITS TECHNICIAN 3
00092476

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
00175711

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
00014011

William Beatty
ITS Maint. Sup.
WS-220
ITS TECH SUPV
50644290

Kent Domingue
ITS Maint Sup
WS-220
ITS TECH SUPV
50644295

Nathaniel Anderson
ITS Tech
WS-219
ITS TECH SPEC
50510312

Harry Doucet
ITS Tech
WS-219
ITS TECH SPEC
00185681

Joey Lawson
ITS Tech
WS-218
ITS TECHNICIAN 3
50510311

David Glaviano
ITS Tech
WS-219
ITS TECH SPEC
00091440

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
00007273

Kelley Davis
ITS Tech
WS-218
ITS TECHNICIAN 3
00133905

Vacant
ITS Tech
WS-218
ITS TECHNICIAN 3
00009115

Systems Management & Operations

Lucy Kimbeng
ITS M&O Program Mgr.
TS-320
ENGR 7
50457774

Ryan Reviere
ITS Engr.
TS-319
ENGR 6 DCL
50594820

Alaa Shams
ITS Project Engr Mgr
TS-319
ENGR 6
50643619

Vacant
ITS Engr.
TS-317
ENGR 5
50411454

Tuan Nguyen
ITS Student Worker
STUDENT
50416235*

Tyler Henderson
ITS Project Mgr.
TS-313
PROJECT MGR
50643628

Vacant
ITS Project Engr.
TS-313
ENGR INTERN 2
50457773

Vacant
ITS Project Engr.
TS-312
ENGR INTERN 1
50384279

Systems Integration

Rosalinda Deville
System Integration Mgr.
TS-316
IT SUPERVISOR
50396117

Duc Ngo
System Integration
TS-315
IT TECH SPEC 2
50321326

Steve Watson
System Integration
TS-314
IT TECH SPEC 1
50362670

John Frederic
System Integration
TS-314
IT TECH SPEC 1
50396153

Vacant
System Integration
TS-313
IT TECH SUPP ANL 3
00128494

SECTION 56 (ITS)

TOTAL POSITIONS:	45
Total Filled:	33
Total Vacant:	12

Table of Organization (TO)	
Authorized:	38
Actual:	32
Vacant:	6

* denotes non-TO positions filled.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS)
SECTION 56
Louisiana Department of Transportation and Development

Recommended Approval
ITS Director
Date

Approved
Assistant Secretary of Operations
Date