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:	11788

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:	204710
Consultant:	CB
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

STATE CIVIL SERVICE

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: 0276	POSITION NUMBER: 11788
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Engineering Technician 7	CURRENT PAY LEVEL: TS-312	CURRENT OFFICIAL JOB CODE: 166250
REQUESTED OFFICIAL JOB TITLE: Transportation Operations Manager	REQUESTED PAY LEVEL: WS-219	REQUESTED OFFICIAL JOB CODE: 160680

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: Pounds, Brett G.	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD, Operations, District 62, St. Tammany Parish (52), Abita Springs, Unit 500		HUMAN RESOURCES TELEPHONE: (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR: Area Engineer East	DIRECT SUPERVISOR'S POSITION NUMBER: 50376008	HUMAN RESOURCES EMAIL: Jennifer.Mizell@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Brandon Wood	11661	Transportation Operations Manager
Brian Giaratano	10883	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

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.

EMPLOYEE	DATE	☐ 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.
Lacey McCaskill APPOINTING AUTHORITY (Required)	DATE 5/16/2023	☒ 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.
LACEY MCCASKILL AREA ENGR. 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.

Assists the Area Engineer East (Engineer 7 DOTD) in managing the maintenance activities in St. Tammany and Washington Parishes. General supervision is received from the Area Engineer East. Direct line supervision is exercised over Parish Highway Maintenance Superintendents. 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, manuals, and directives.

This position required six years of sub-professional engineering, highway maintenance or highway construction experience, one year of which must have been at least at the advanced journeyman level.

55% Supervises and assists the Parish Maintenance Superintendents to plan and schedule work for St. Tammany and Washington Parishes. This includes the interstate system and movable bridges. Conducts regular road inspections to ensure that the maintenance management program is successfully implemented in St. Tammany and Washington Parishes. Performs the duties of the Parish Maintenance Superintendents in their absence. This includes supervising and scheduling road and bridge maintenance for crews. Collaborates with and assists the District Wide Specialist on project in St. Tammany and Washington Parishes when district-wide work forces are working in the assigned area.

25% Oversees and inspects maintenance contracts such as interstate mowing contracts, non-interstate mowing contracts, tree removal contracts and interstate fence contract, 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 those contracts.

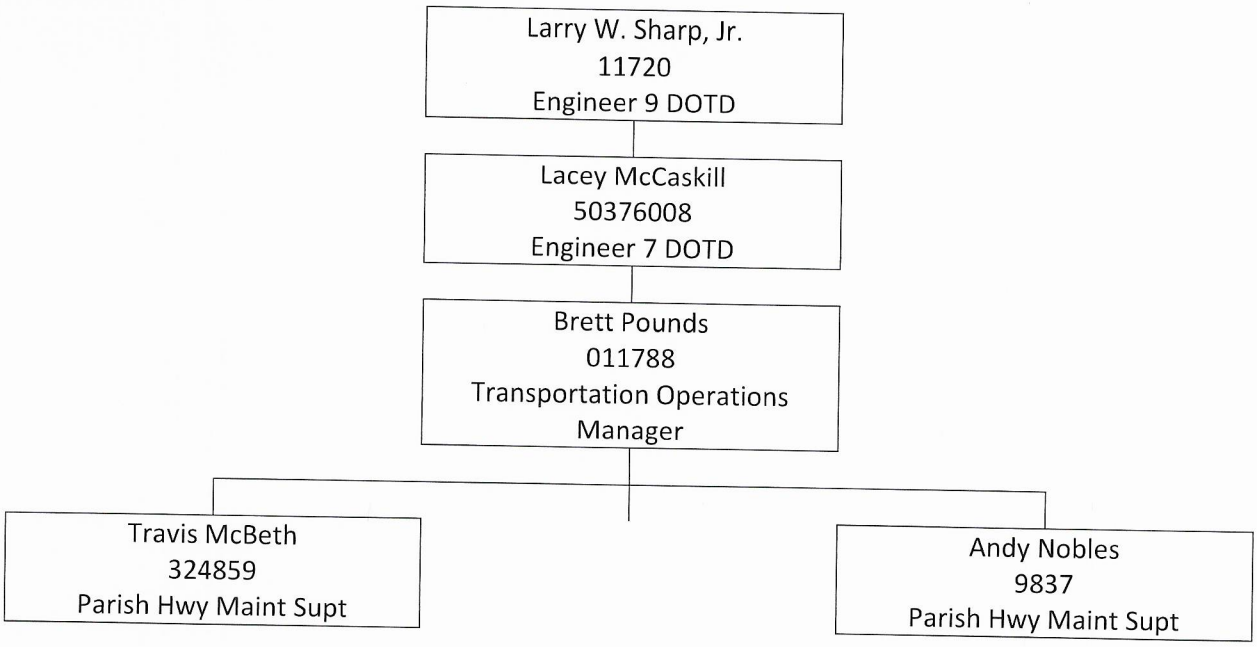
5% Conducts annual road inspection and maintenance inventory reports in St. Tammany and Washington Parishes along with the Parish Superintendents. Uses this report to help in identifying major work to schedule for each parish. Collects information consisting of quantities and data for the Area Engineer East and the ADA of Operations in order to assemble maintenance contracts and agreements. This includes selection of roads for construction projects, overlay programs, minor overlay projects and chip seal programs. Attends pre-construction meetings for upcoming projects. 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 the Office of Risk Management 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 East for preparation of annual budget. Signs purchase request forms, material reports, small tools requests and equipment requests. Tracks and maintains accurate records for inventory. Operates construction level to establish or check grades on drainage ditches.

5% Prepares and conducts the annual Performance Planning and Review (PES) for the Parish Maintenance Superintendents. Responsible for reviewing the annual Performance Planning and Review (PES) of subordinates in St. Tammany and Washington Parishes. Signs payroll and approves leave. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

ORGANIZATIONAL CHART



Revised 5/16/2023

Lacey McCaskill

From: Tatiana Ruffin
Sent: Monday, May 15, 2023 10:24 AM
To: Lacey McCaskill
Cc: Shelia Tate; Natoya Mitchell
Subject: SF-3 Update Position#11788

Importance: High

Good morning Lacey,

State Civil Service has approved a job correction for the below Engineering Technician 7 position who supervise employee's in the WS pay schedule. This employee will be job corrected to a new title of Transportation Operations Manager (WS-219). Please provide an SF-3 for submittal to Civil Service so that we may process these changes.

Please submit the updated SF-3 by C.O.B. Tuesday, May 16, 2023.

Pos.# 11788

Thanks,

Tatiana Ruffin
Human Resources Analyst C
685 North Morrison Blvd.
Hammond, LA 70401
Office: 985-375-0149
Fax: 985-375-0268
Tatiana.Ruffin2@LA.GOV

LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

CONFIDENTIALITY NOTICE: The material included in this email transmission or as an attachment is intended solely for the use of the designated recipient. This communication may contain information that is confidential or privileged. Confidentiality and privilege are not lost by this email having been sent to the wrong person. If you are not the designated recipient or the person responsible for delivering it to the designated recipient, please notify the sender immediately at the number given above. Distribution, photocopying, or use of this communication by anyone other than to the intended recipient is expressly prohibited.