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:	86677

Allocation Action:	Affirmed
Official Allocation:	ENV IMPACT MGR 2
Job Code:	141750
Pay Level:	TS-316
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/07/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	179866
Consultant:	YM
Supervisor:	DBA

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
0700/0276	0086677

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Environmental Impact Manager 2	TS-316	141750
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

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
Harris, Joubert	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Engineering/Environmental Section (Sec. 28-Unit 042)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	008134	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

5	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)	5/26/2021	☒ 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.
CHRISTOPHER P. KNOTTS CHIEF 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.

FUNCTION OF WORK:

To evaluate the Department's Construction and Maintenance Programs and administer the Department's environmental programs to ensure compliance with federal, state and local environmental regulations.

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.

This position is responsible for meeting the environmental missions and goals for the Department through managing and directing the Environmental Compliance Unit of the Department of Transportation and Development. This position serves to establish unit goals and objectives, and functions generally to identify broad environmental resource needs of the Department and, more specifically, to determine and provide the resource needs of the DOTD Environmental Compliance Unit. As a means of achieving these responsibilities, the incumbent exercises direct supervision over a staff of environmental professionals and various statewide environmental programs. Personnel and program supervision are delegated to the Environmental Impact Manager 1 position. Technical and project supervision are coordinated with and delegated to the Environmental Impact Specialist DCL position. Additionally, this position is responsible for the development and management of numerous consultant contracts regarding environmental compliance, assessments, risk evaluations, and site mitigation/remediation. The work of the incumbent, as administered through the Environmental Compliance Unit, is mandated to ensure DOTD remains within state and federal compliance while accomplishing the overall mission of the Department. Direct supervision is received from the Environmental Engineer Administrator (Engineer 8).

Specific responsibilities and duties are outlined below.

35% Manages and directs the Environmental Compliance Unit, which is responsible for eight (8) statewide environmental programs. These programs relate to the regulatory compliance of Non-Active Underground Storage Tanks, Active Underground and Aboveground Storage Tanks, Wastewater, Stormwater, Solid and Hazardous Waste, Vibration Monitoring/Abatement, Hazardous Communication, and Asbestos and Air Quality. Also, provides management to the Environmental Compliance Unit's staff in order to implement DOTD's environmental responsibilities. This is achieved through work assignments to accomplish unit goals, priorities, and schedules. Directs and evaluates unit personnel regarding the daily implementation of personnel activities and matters related to DOTD and Civil Service's policies, procedures, and guidelines.

30% Advises the various Sections of the LA DOTD as to how environmental regulations will impact project development and other DOTD activities and to provide recommendations for cost effective approaches to such environmental constraints. Routinely, communicates with various officials of the LDEQ and other agencies including LA DHH, US EPA, and FHWA to ensure a clear understanding of the DOTD

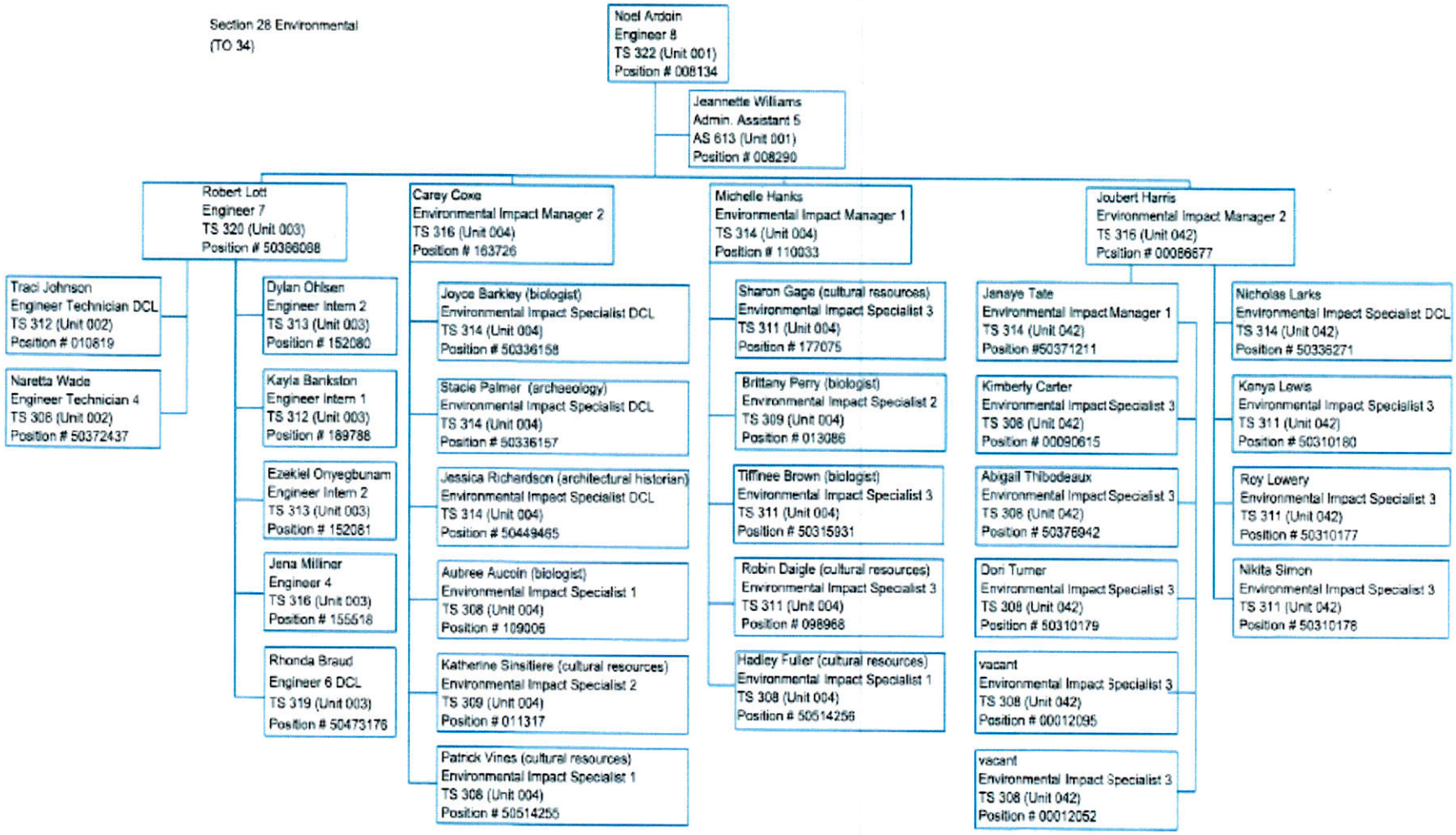
– continued –

objectives and priorities and simultaneously develops these objectives within the realms of the regulatory goals. The incumbent advises the Environmental Engineer Administrator (Engineer 8) and other administrative staff as to the nature, progress, complexities, and completion of the work performed by the Environmental Compliance Unit.

20% Develops, negotiates, and manages environmental consultant contracts to ensure project development in a timely and cost effective manner

5% Initiates and investigates environmental research funded under state and federal guideline which has the potential for increasing the efficiency of the Department's operation. Proposes research projects, and serves on research review committees

5% Evaluates and determines the unit's budgetary and expenditure needs to ensure an adequate response to the Department's goals and objectives.

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

Section 28 Environmental
(TO 34)