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:	13387

Allocation Action:	Job Correction
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	163573
Consultant:	NRB
Supervisor:	ALG

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
0276	13387

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7 DOTD	TS-320	165450
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7	TS-320	109340

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
Le, Bao Long	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD-Office of Operations-District 02-Gang 002-New Orleans-Orleans Parish (36)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372228	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.

	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.
Chris A. [illegible] APPOINTING AUTHORITY (Required)	DATE	☑ I certify that I agree with this document.
Chris G. Mouvant, District Engineer Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	10/21/19	☐ 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.

Engineer 7 (District Traffic Operations Engineer)

Function Statement:

The overall function of this position is to have knowledge and experience to skillfully plan, analysis, inspection and inventory of traffic signal systems, signing, pavement markings, turn lanes and channelization, and all associated traffic controls for all highways and urban streets within the District that are under the state system of roads and to ensure safe and efficient operation of the network. Responsibilities and authorities of this position are mandated by L.R.S. 32.2. This position is located in District 02/Gang 002, Orleans Parish of the Department of Transportation and Development and reports directly to Engineer 8 (ADA Operations). 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 as appropriate 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.

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

- Must have current Louisiana Professional Engineering License.
- Registration as a Professional Traffic Operations Engineer recommended.
- Knowledge of current MUTCD, LA DOTD Traffic Engineering Manual, AASHTO Green Book, Highway Safety Manual, LADOTD Standard Specifications for Roads & Bridges. Familiar with construction means and methods used on LADOTD construction projects. Ability to understand and interpret construction project contract documents, EDSMs, and Materials Sampling Manual. Ability to apply Civil Engineering principles and to perform calculations as necessary. Knowledge of traffic control standards and ability to recognize deficiencies in traffic control on projects. Proficient in the use of Site Manager (DWR, estimates, change orders, stockpile). Proficient in basic Microsoft Office applications is required.
- This position is subject to drug testing as per LADOTD policies.
- Types of computer programs and equipment used for this position computer, traffic signal controller, Synchro, VISSIM, Sidra, Trip Gen Software, JAMAR Software, Hand Counters, Machine Counters, and Crash 1.

Job Duties & Responsibilities:

40 % Directs all district traffic engineering activities and traffic studies. Assigns work duties to ensure assignments are completed in a timely manner. Conducts performance planning and reviews on subordinate personnel; recommends personnel actions such as hiring, promotions, disciplinary actions, reassignments, etc. Oversees the collection of data, and analyzes data collected by district traffic engineering personnel to ensure reliability of data. Ensures that accurate records are maintained. Reviews and finalizes technical reports recommending (1) installation, modification, modification, or removal of traffic control devices such as traffic signals, roundabouts, and flashing beacons, (2) geometric modifications to improve safety and capacity, (3) modifications to signs, pavement markings, and (4) parking restrictions and speed limits. The traffic studies and technical reports are completed in response to requests for modifications to traffic control devices received from the general public and public officials.

20 % Coordinates and directs the activities of the District signal shop, sign shop and striping crew to ensure that assigned duties are completed in a timely manner. Oversees the development of work schedules and budgets to ensure that responsibilities of these crews are completed. Subsequent to the installation or modification of traffic control devices, inspects the work to verify that work was completed in compliance with accepted engineering standards and established department policies.

15 % Reviews plans of construction and/or maintenance projects and approves traffic control plans which modify existing traffic control devices. Reviews plans for proposed new roadway intersections, driveways connecting to state routes or traffic control device permit applications to ensure conformance to department standards. Oversees ITS (Intelligent Transportation Systems) functions, such as Incident Management, CMS (Changeable Message Sign) programming, proactively investigates new and innovative designs such as the CFI Intersection (Continuous Flow Intersection) to increase traffic flow efficiency.

10 % Answers interrogatories and requests for information in response to, or in preparation for litigation against the Department. Gives depositions, testifies and acts as a representative for the Department in legal proceedings. Provides technical assistance and offers expert testimony in court on traffic-related lawsuits involving the Department. Investigates and analyzes existing traffic control devices at abnormal accident locations. Makes recommendations and ensures implementation of modifications to improve traffic flow and safety at these locations. Oversees the District Outdoor Advertising, LOGO, and TODS (Tourist Oriented Directional Signs) Programs for compliance with Federal Highway Administration requirements.

5 % Participates in the management of district operations, including matters of budget, operational efficiency, and yearly planning to ensure that established goals and objectives are accomplished. Represents the District Traffic Engineering office in all meetings concerning traffic engineering related subjects. Provides technical assistance in establishing Department policies related to traffic engineering.

5% Responsible for coordinating with the District Office of Operation for Emergency Preparedness and Response

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

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☐ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☒ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☐ This position has the following special requirements:

_____

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): Bi-weekly amount: Engineer 7 ($3481.60)

☐ There is a base supplement for this position. List percentage _____

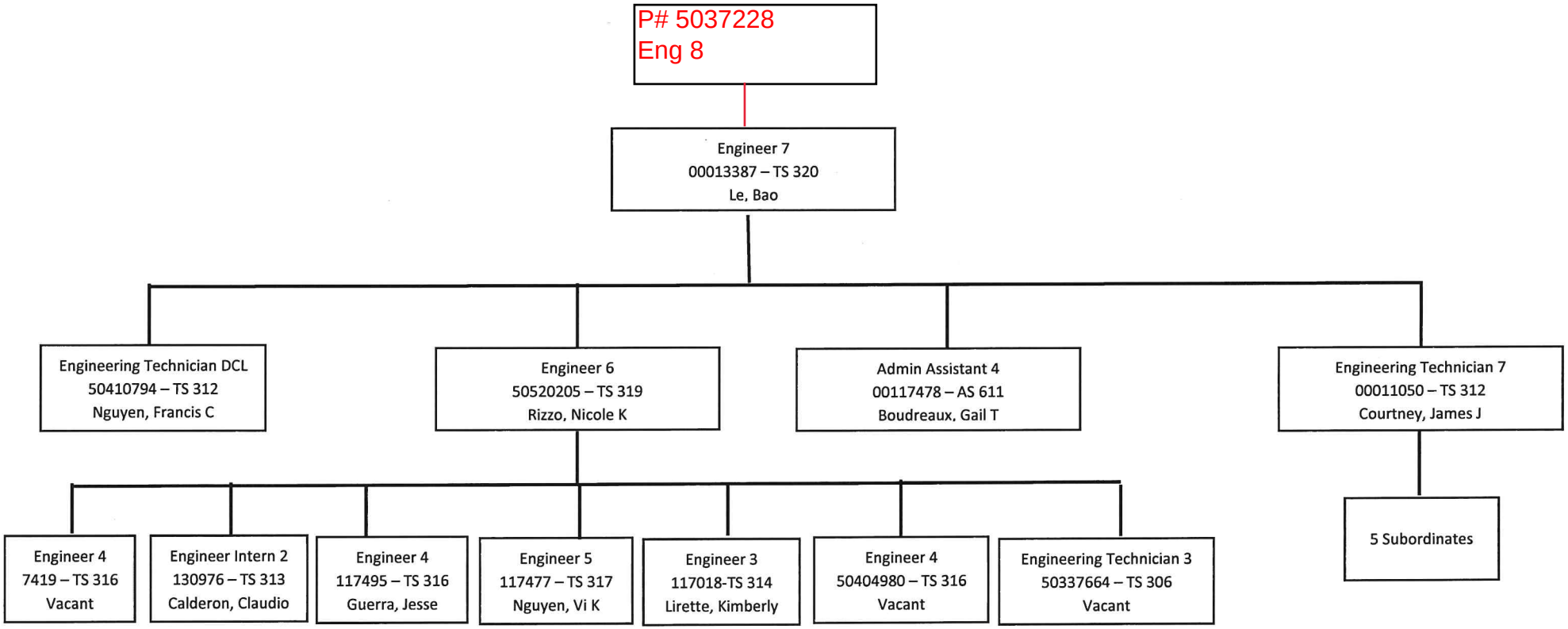
☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☐ This position has other special pay/working conditions:

_____

District 02 Traffic Operations

Proposed Org Chart