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:	13417

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:	163335
Consultant:	WPA
Supervisor:	DBA

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 05/2016

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	13417

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

EMPLOYEE SUBGROUP (CHOOSE ONE) ☐ NON-EXEMPT ☒ EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Guidry, Chris	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Office of Engineering/Bridge Design - 25/gang 003		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	010003	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

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.

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.
APPOINTING AUTHORITY (Required) Zhengzheng "Jenny" Fu PRINT NAME AND TITLE OF APPOINTING AUTHORITY Bridge Design Administrator	DATE 10-18-19	☒ 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.

Engineer 7
Section 25, Gang 003

The overall function of this position is to organize, plan, schedule, execute, oversee, and administer the program areas of the Structural Design and Highway Safety Design unit. This position manages Gang 003 of Section 25 and reports directly to the Engineer 8 DOTD/Bridge Design Engineer Administrator. This position is responsible for efficiently and effectively handling a multi-million dollar annual budget which is allocated to the programs assigned to the Structural Design and Highway Safety Design unit. The incumbent must have a high level of technical experience, must be self-motivated and be able to perform the essential functions of the job with minimal supervision and be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as deemed necessary to facilitate the performance of required tasks.

While in official capacity, comply with any applicable Louisiana and Civil Service laws, rules, regulations, as well as DOTD policies, procedures, manuals, and directives.

50% Administers specific program areas present in the Bridge Design Section and directs a multi-million dollar annual budget allocated to these programs. This is accomplished through a high level of technical supervision and administration of the structural (gang 003). The program areas to administer are as follows:

1. Structural Design and Structural Construction Support
2. Statewide Highway Safety hardware Standards (guardrail, bridge barriers, cable barrier, roadway barrier, breakaway signs, crash cushions)
3. Statewide Permanent Signing Details

Provides administration and Quality Assurance for project and task management for in-house and consultant project schedule for design and construction phases. Provide direction to gangs in assigning new in-house or new consultant projects, prioritizing gang workloads, setting project schedules, construction support and inspection to meet required letting and construction schedules and to oversee required staffing to meet the schedules. Meets on a frequent basis with electrical and mechanical staff to track project design and construction status and provide input to meet project schedules.

Deals with highly technical, complicated and sensitive design matters for the most complex electrical and mechanical engineering for both in-house and consultant engineering projects. Establishes guidelines to be used for the implementation of new innovative designs for these systems statewide. Through extensive research and analysis this person is often required to sell abstract ideas and concepts and/or defending or justifying their use to the highest levels of management.

Provide review and approval for approval of employee leave and timesheets. Provides employee counseling and conducts and reviews PES ratings for employees. Leads the recruiting, interviewing and hiring of new staff when needed for the gang.

15% Administers design policy, interpretation of design specification requirements, construction RFI's, change orders and specifications for mechanical or electrical systems. Provides assistance and training with design of engineers when needed on various projects. Recommends policies and procedures to the Bridge Design Administrator and/or the Chief Engineer for approval and implementation. Serves as a technical authority on design techniques and interpretation of structural design requirements and specifications for all classes of bridges and DOTD structures. Recommends policies and procedures to the Chief Engineer for approval and implementation strategies. Administers technical updates and revisions as needed for the LA DOTD Standard Construction Specifications, EDSM's and the LA DOTD Bridge Design and Evaluation Manual. Provides direction for gangs when new consultant contracts are needed, oversight of consultant contract scope, review of man-hours and review of consultant evaluation grading.

10% Deals with various federal, state, parish and city officials to keep them appraised of projects occurring in their jurisdiction and negotiating any special requirements that must be coordinated with those units; with the Coast Guard when navigable waters are involved; with the Corps of Engineers when wet lands or permits are involved; with the FHWA to coordinate the designs of Federally funded bridge projects; with the appropriate DOTD Sections when they have questions concerning bridge projects.

5% Directs and participates on a national level, in the development of technical specifications for the more complex bridge projects and serves as an active member on the AASHTO Bridge Subcommittee, AASHTO Highway Safety Committees, Transportation Research Board/NCHRP Committees or the Highway Safety Pool Fund Group. The functions may include directing research and developing guide specifications for areas involving highway safety, corrosion protection techniques, horizontally curved steel girders, high strength concrete, ship and barge collision criteria, fixed and moveable bridge design specifications, or other structural areas.

5% Directs and recommends research projects for implementation of new products, design procedures, and construction techniques for bridge and structural systems.

5% Directs the preparation of comprehensive reports and feasibility studies to select the location and structure type to be used at major waterway crossings as well as other complex transportation facilities. Leads or serves as a member in committees within DOTD that directs various technical tasks or long term studies.

5% Assists the Bridge Administrator (Engineer 8) with various technical issues, policy issues, human resource issues and Performance Planning and Reviews for the Section.

5% Represents the department as an expert witness in litigation for bridge cases and highway safety cases. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

ENGINEER JOB ASSESSMENT ORGANIZATION CHART

UPDATED: 10/11/2019

LEGEND:			
ENG. 8	1	ENG. 4	12
ENG. 7	6	ENG. 3	0
ENG. 6	8	EI 1 or EI 2	9
ENG. 6 DCL	15	ENG. TECH	11
ENG. 5	5	ADMIN	3

BRIDGE DESIGN "TO" = 69
CURRENTLY FILLED = 70
CHIEF APPROVED "TO" = 73
Δ GEMS – GEMS POSITION FOR IN-HOUSE WORK = 6
Σ NO. OF WAE EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0
Ψ NO. OF TEMPORARY JOB APPOINTMENT EMPLOYEES (DOES COUNT AGAINST "TO") = 0
β NO. OF CONTRACT EMPLOYEES (DOES NOT COUNT AGAINST "TO") = 0

GANG 001

ZhengZheng "Jenny" Fu
ENG. 8
00010003

Celia Farquhar
ADMINISTRATIVE ASSISTANT 5
00011417

GANG 002

Structural Design
Off-System Bridge Program

Artur D'Andrea
ENG. 7
00008896

- Mark Bucci, ENG. 6, 00167152
  - Tobie Chris Mckown, ENG. 4, 00173801
  - Δ Vacant, EI 1–ENG. 5, 50457776
  - Linh Kim, EI 2, 00177147
  - Vacant, EI 1-ENG. 5, 00007365
  - Marcella Cummins, ENG. TECH. DCL, 00088176
  - Darrell Hymel, ENG. TECH. 5, 00012586
  - Vacant, EI 1-ENG. 5, 00010475
- Barbara Ostuno, ENG. 6, 50514037
  - Ryan Rodney, ENG. TECH. DCL, 00009340
  - Amanda Ranck, ENG. 5, 00177135
  - Vacant, ENG. 6 DCL, 50310800
    - Vacant, EI 1-ENG. 5, 00083032
  - Mary Jean McAdams, ENG. 5, 50532980

GANG 003

Structural Design
Highway Safety

Chris Guidry
ENG. 7
00013417

- Kurt Brauner, ENG. 6, 00167153
  - Brian Allen, ENG. 4, 50319158
  - Corey Bourgeois, ENG. 4, 50336140
  - Steven Mazur, EI 2, 50463720
  - Δ Calvin Owens, ENG. TECH. DCL, 50325345
  - Jolisa Doucet, ENG. TECH. 4, 50514860
- Ananda Herath, ENG. 6 DCL, 00010381
  - Carl Gaudry, ENG. 6 DCL, 50323690
  - Vacant, EI 1-ENG. 5, 50532979

GANG 004

Structural Design
On-System Bridge Program

Paul Vaught
ENG. 7
00012976

- Andrew Windmann, ENG. 6, 00167154
  - Valerie Tourres, ENG. 6 DCL, 50310798
  - Heather Patton, ENG. 5, 50548201
  - Vacant, EI 1-ENG.5, 50543651
  - Yanlin Chen, EI 2, 00177149
  - John Boothe, EI 2, 00007379
  - Vacant, EI 1-ENG. 5, 00182080
- Danny Tullier, ENG. 6 DCL, 50366668
  - Amy Nickel, ENG. TECH. 5, 00010876
  - Brian Delatte, ENG. 6 DCL, 50417458
  - Ahmad Burnos, ENG. TECH. DCL, 50548845
  - Andrew Michael, ENG. 6 DCL, 50496738
  - Reginald Brown, ENG. TECH. DCL, 00010178
  - Fiona Adams, ADMINISTRATIVE PROGRAM SPECIALIST "A", 50484208

GANG 005 (006)

Mechanical & Electrical Design
Lighting Program

Stewart Hingle
ENG. 7
50533129

GANG 005

- Brett Brabham, ENG. 6, 00008379
  - Matthew Peneguy, ENG. 6 DCL, 50389791
  - T.J. Dunlevy, ENG. 6 DCL, 50370219
  - Δ Fallon Farber, Eng. 5, 50535405
  - Vacant, EI 1-ENG. 5, 50535406
  - Christopher Arnold, EI 2, 00014330
  - Jeffrey Hastings, EI 2, 50365867

GANG 006

- Joseph Douglas, ENG. 6, 00009094
  - Christopher LeBourgeois, ENG. 6 DCL, 50397111
  - Michael Armentor, ENG. 6 DCL, 50404127
  - Agnes Fung, ENG. 6 DCL, 50310795
  - Richard Foster, ENG. 6 DCL, 50574267
  - Vacant, ENG. 5, 50535407
  - Δ Trung-Quan Nguyen, EI 2, 00177148
  - Mon Tapalla, EI 1, 50554406

GANG 007

Structural Design
Bridge Load Rating/Permits

Dana Feng
ENG. 7
50518302

- Kian Yap, ENG. 6, 50414680
  - Suba Herath, ENG. 4, 00083030
  - Ryan Owens, ENG. 4, 50319157
  - Qiming Chen, ENG. 4, 50336141
  - Δ Tshering Gurung, ENG. 4, 00084240
  - Teri Hammett, ENG. TECH. DCL, 50411084
  - Vacant, ENG. TECH. 5, 50522942
  - Seraphy Shen, ENG. 4, 50566991
- Vacant, ENG. 6 DCL (Permit), 50414668
  - Vacant, ENG. 6 DCL (Instrumentation), 50414669
  - William Metcalf, ENG. 6 DCL, 00116065
    - Patricia East, EI 2, 00183840

GANG 009

Structural Design
BDEM/Standards
Bridge Scour Program

Kelly Kemp
ENG. 7
50385104

- Stephanie Doolittle, ENG. 6, 00014071
  - Xuyong Wang, ENG. 6 DCL, 00189490
  - Wei Peng, ENG. 4, 50551943
  - Δ Bradley Mistich, ENG. 4, 50488483
  - Hamed Babaizadeh Roshanfekr, ENG. 4, 0083033
  - Andrew Kuyoro, ENG. TECH. DCL, 00011949
  - Jennifer Prestridge, ENG. TECH. 5, 50549252
- Ryan Morvant, ENG. 6 DCL (Scour), 50385147
  - Anthony Bamugo, ENG. 4, 00183841
  - Adam Lancaster, ENG. 6 DCL, 50385127
  - Susan Zhang, IT MANAGEMENT CONSULTANT 2 – DCL, 50547697