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:	11720

Allocation Action:	Affirmed
Official Allocation:	ENG 9
Job Code:	171280
Pay Level:	TS-323
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	01/12/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	198954
Consultant:	JCA
Supervisor:	DEZ

STATECIVILSERVICE

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	POSITION NUMBER
0276	11720

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ENGINEER 9	TS323	165470
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	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
50400048	Tangipahoa	0276	☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764026200				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
VACANT	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Operations/District62/Unit001		(225) 379-1903
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
DOTD Deputy Engineer Administrator	180310	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
Dalton Williams	11500	District Engineer Administrator
Troy Roussell	8665	District Engineer Administrator

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

7	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) M. Todd Donmyer M. Todd Donmyer Asst. Sec. of Ops PRINT NAME AND TITLE OF APPOINTING AUTHORITY	01/11/23	☒ 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.

District Engineer Administrator
Engineer 9

Function Statement

The overall function of this position is to provide leadership for District 62, as well as administers and manages all resources and business responsibilities. This position is located in District 62 of the Department of Transportation and Development and reports directly to the Assistant Secretary, Office of Operations.

This position serves the following six parishes: Livingston, St. Helena, St. John the Baptist, St. Tammany, Tangipahoa, and Washington which consists of 1860 road miles and 1060 state owned bridges. The district staff level is 351 with the following direct reports: three Assistant District Administrators, three Area Engineers, and one Administrative Assistant.

Specialized knowledge of department policies, procedures, and rules along with applicable federal, state, and local laws is required. The position participates in the required DOTD structured training program and obtains additional training to facilitate the performance of required tasks.

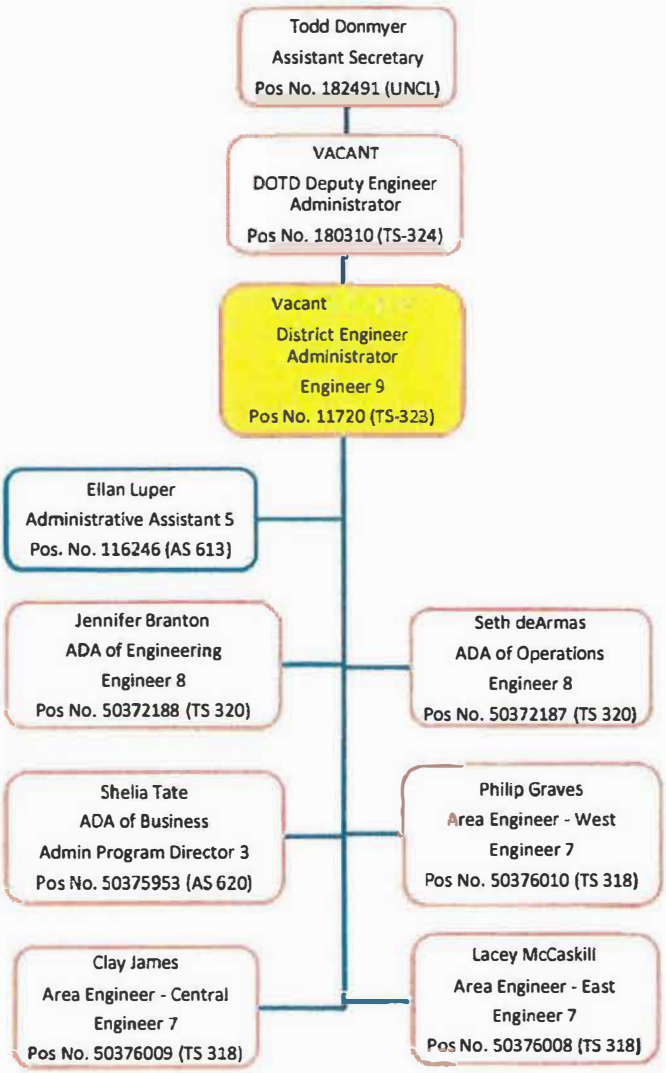
The incumbent is required to possess and maintain a valid Louisiana driver's license and be knowledgeable in the safe operation of a passenger vehicle. The incumbent is also required to possess a current Louisiana license to practice professional engineering, plus eight years of professional engineering experience, two years of which must have been at the supervisory level or above. The incumbent is required to have knowledge of the use of a HUF radio and proper radio etiquette. The incumbent shall utilize the latest available technology, such as a smart/cell phone, computers, email, and social media to facilitate communications. The incumbent must be a strong leader who is highly self-motivated, decisive, and be able to perform duties with general oversight and direction. The incumbent must be able to interpret the course of events and anticipate unforeseen conditions.

Job Duties & Responsibilities

50% Provides leadership to the district staff. Performs administrative and management duties over all resources and responsibilities assigned. Implements policies and direction from the Assistant Secretary of Operations. Advises Assistant Secretary of Operations of transportation needs within the district to provide for better use of available resources and improve department productivity. Ensures cohesion and teamwork between district operating units, governmental agencies, and private interests to ensure effective and efficient implementation of the Agency's Strategic Plan and Goals. Develops, interprets, and carries out policies and programs for all aspects of the business, including but not limited to: construction, maintenance, design, public works, operations, permitting, and traffic. Creates a culture of accountability and ownership in the district. Implements organizational and leadership standards.

25% Confers, advises, and negotiates with federal, state, and local officials, private entities, members of the public, and other elected/appointed officials on a variety of issues, some sensitive and controversial. Calls, meets, and/or conducts conferences with legislators, mayors, police juries, FHWA officials, local citizens, contractors, and media personnel to resolve and/or arbitrate complaints; construction, maintenance, and traffic problems; design errors; and/or discuss funding, planning, design, and schedule of various construction projects. Serves as media spokesperson to inform public of construction and maintenance project activities in the district. Represents the department/district on various highly-complex engineering issues, as well as on highly publicized decisions or actions in which the media or the public are involved; participates in conferences with appointed DOTO officials, division directors, and other key staff to correlate and enhance administrative program.

15% Establishes priorities, goals, objectives, policies, and procedures in order to achieve desired results. Facilitates, schedules, and prioritizes work activities in order to achieve results in a timely and efficient manner. Establishes performance indicator criteria or benchmarks against which work efforts will be measured in order to gauge progress and evaluate results. Continuously monitors, tracks, evaluates and reports on the progress, performance, costs, accomplishments, and status of all work, requests, complaints, projects, contracts, agreements, permits, reports, etc., in the district. Ensures good documentation of progress, performance, costs, accomplishments, and status of all work, requests, complaints, projects, contracts, agreements, and permits.

10% May be required to perform other duties as necessary, including but not limited to, emergency disaster planning, preparation, response, and/or support activities.

DISTRICT 62
ADMINISTRATIVE STAFF/APPOINTING AUTHORITIES