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:	12580

Allocation Action:	Affirmed
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/10/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181855
Consultant:	YM
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	00012580

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

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

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Harrouch, Joshua, Y	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD/Office of Engr/Traffic Engr Div./HQ Baton Rouge East Baton Rouge (17)Sec27/U002		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Traffic Engineering Division Administrator - Engineer 8	50339276	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

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)	8-9-21	☑ 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.
Ryan Hoyt, Engineer 8 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.

TRAFFIC ENGINEERING DEVELOPMENT ADMINISTRATOR

This position functions as the Assistant Section Head for the Traffic Engineering Section. The position has direct supervision over staff responsible for the design of traffic engineering devices and features contained in project plans. This includes the oversight of all Traffic Engineering studies within all project stages, and also includes roadway concepts/geometric features (typical sections, intersections, interchanges, and islands), work zones, and access connections.

The position is responsible for the following duties:

60%

- Serves as the Assistant Section Head for the Traffic Engineering Section Unit 2.
- Responsible for developing and maintaining projects associated with Traffic Engineering Access Management program.
- Responsible for determining best allocation of manpower (staff, contract staff, and engineering consultants) to achieve desired goals for section.
- Responsible for the project/task management assignments for designs, reviews, plans and studies related to Traffic Engineering and roadway design projects.
- Responsible for approving and initiating all Traffic Engineering policies in the Department.
- Responsible for writing and reviewing scopes with all stages of the projects for Traffic related studies and plans
- Responsible for access connection appeals

15%

- Responsible for supervising all employees in the Traffic Engineering Unit 2:
- Reviews work efforts and staff assignments.
- Recommends approvals for leave, travel, and training.
- Conducts performance planning and reviews.
- Recommends approval for merit raises and takes disciplinary actions.
- Recommends hiring and promotions.
- Develops succession planning.

15%

- Advises and negotiates with the general public, elected public officials, federal, state and local officials, private organizations, other DOTD staff, and consultants concerning traffic engineering design functions, policies, and requirements.
- Represents the Department in litigation related to traffic control and highway design issues.

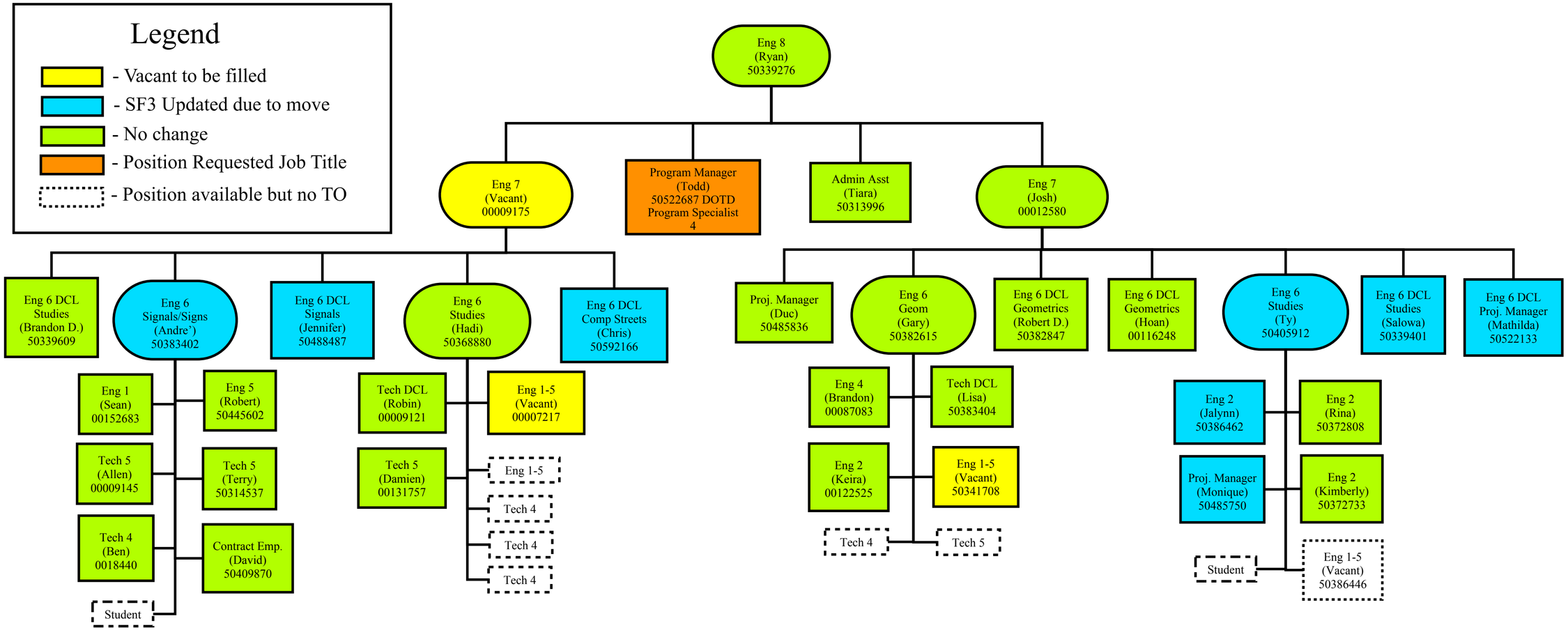
5%

- Represents the Department and state of Louisiana as the AASHTO Subcommittee on Design committee member.
- Participates in semi-annual national meetings, periodic policy ballots and various sub-committees.

5%

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

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.



Unit 003

Responsible for :

- Signals and Signs
- Pavement Markings
- Traffic Control Device related Permits (Signs and Signals)
- Dist related Approval items (Sign related, possibly CEOs and others)
- Studies (focused on Device related studies and District assistance studies)

All responsibilities include creation and review of subject matters. It also is understood that with these responsibilities there is a need and requirement that all groups work together as project/studies may be reviewed by both sides. As such each groups would be the sole responder to review for their subject responsibilities and the comments would be at the discretion of the specifically assigned reviewer in that subject matter.

Unit 002

Responsible for :

- Geometrics
- Access Management
- Access Related Permits (Driveways)
- Temporary Traffic Control
- Studies (focused on access geometric related)