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:	131829

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	12/23/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	175238
Consultant:	NRB
Supervisor:	DBA

STATECIVILSERVICE

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
700/0276	131829

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8	TS-322	109100
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
	2761031900/27600TT102	EBR 17	

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
Rupnow, Tyson	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD OFFICE OF ENGINEERING LTRC SECTION 19 UNIT 001 EBR 17		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 9	152444	ryan.quezaire@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

6	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	12/21/2020	☑ 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)	12/21/2020	☑ 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.
SAMUEL B. COOPER JR., ENGR 9 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.

Job Title: Engineer 8
Position Number: 131829

This position administers a highly Diverse, extensive and critically important research program of critical impact to the overall object of DOTD by directing, administering, and providing professional engineering direction to the Louisiana Transportation Research Center's (LTRC) Research Section (19). This program encompasses a full spectrum of operations incorporating widely diverse areas ranging from infrastructure materials, pavements, and geotechnical to safety, traffic planning, environmental, intermodal, and management and policy studies. The incumbent makes authoritative decisions and recommendations that impact the entire spectrum of department activities.

LTRC Section (19) is the division responsible for the transportation research program in Louisiana for the Louisiana Department of Transportation and Development (LADOTD). Incumbent utilizes a staff of engineering administrators, managers, engineer specialists, professors, research associates, contract researchers, supervisors and coordinators to conduct program activities. Research is conducted with in-house staff and through a diverse contract program through universities and consultants in direct response to identified engineering problems which are complex and unprecedented. This program is responsible for the implementation of national and state research findings as well as new transportation technologies through the sponsorship and conduct of seminars, workshops, lectures, and literature dissemination. This program is also responsible for disseminating technical transportation technology to the local governments in each parish and municipality as well as the transportation industry.

The incumbent advises executive level positions and participates in executive level strategic planning and is frequently asked to lead departmental task groups which develop programs and policies that affect the overall function and effectiveness of DOTD and serves as a member of the Board of Directors of the LTRC Foundation, Inc.

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

DUTIES AND RESPONSIBILITIES

40% As Associate Director of LTRC, incumbent plans, develops and administers the programs of the Research and Development Section (19) with a combined staff of 50-75 professionals, sub-professionals, academia, and students and total program budget in excess of $15 million. Incumbent plans, establishes, develops, produces, and executes authoritative and far reaching engineering programs which impact all activities of the state's transportation entities including DOTD, federal and local governments, metropolitan planning organizations and industry. Also, utilizing various media, such as publications, videos, workshops, seminars, and reports to disseminate information regarding the latest technologies produced national or at LTRC to the transportation community.

20% As Budget and Appointing Authority for the Research Section, the incumbent prepares and administers the sections operating budget and staffing needs: prepares and directs the sections strategic and operational plans and performance indicitators; and administers personnel business in accordance with two sets of administrative rules and regulations, civil service/DOTD and LSU. As a research entity, LTRC also seeks external federal and self-generated fund contracts from organizations such as the National Science Foundation, National Cooperative Highway Research Program, Federal Agencies and the private sector with each its own different set of often complex contractual and administrative regulations.

20% Advises and provides leadership to directorate, division, and office levels on development of new technologies and programs; implementation of research findings to improve the effectiveness of department policies, specifications, procedures and operations; serves on departmental task groups to improve the effectiveness of department policies, specifications, procedures and operations; serves on department task groups to improve the management and operations of DOTD programs statewide; negotiates and arbitrates critical and controversial issues with top level engineers and officials of public/private transportation industry and organizations; serves as expert witness in wide array of technical areas supported by the research program.

10% Represents Louisiana on National and Regional committees in National Academies' Transportation Research Board, AASHTO's Research Advisory Committee, FHWA technical committees and other technical professional organizations.

5% Provides liaison with federal, state, and university personnel both locally and nationally in administering the research, technology transfer and workforce development program; provides liaison with university and outside federal agencies on administrative and financial matters, advises with LTRC Policy Board and LTRC Foundation Board.

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

LADOTD : Section 19

22-DEC-2020

50329007-S53/G005 - RESEARCH