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:	152444

Allocation Action:	Job Correction
Official Allocation:	ENG 9
Job Code:	171280
Pay Level:	TS-323
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	162244
Consultant:	ALG
Supervisor:	JMH

POSITION DESCRIPTION

Form Revision Date: 08/2015

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 ☐ EMPLOYEE APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION ☐ 5.3 APPEAL

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0700/ 0276	00152444

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 9 DOTD	TS 323	165470
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 9	TS 323	171280

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
S53/G005		East Baton Rouge	

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
Samuel B. Cooper, Jr.	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Office of Engineering-LTRC-BR-EBR(17)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Chief Engineer	00145376	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

5	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 Samuel B. Cooper	9/26/19	☒ 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)	DATE 9/26/19	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Christopher P. Knotts, Chief Engineer		

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.

Duties and Responsibilities

Function Statement

This position functions as the Director of the Louisiana Transportation Research Center (LTRC) within the Office of Engineering of the Louisiana Department of Transportation and Development (DOTD). LTRC is a cooperative research, technology transfer and workforce development unit jointly administered by the DOTD and Louisiana State University (LSU). LTRC is composed of Section 19, Research, and Section 33, Technology Transfer and Workforce Development. Since its creation by the legislature in 1986, LTRC has grown to national prominence through its efforts to improve transportation systems in Louisiana. The center conducts short-term and long-term research and provides guidance and resources in the areas of technology assistance, engineering training and continuing education, technology transfer, and problem-solving services to federal, state and local partners, as well as private entities in the transportation community.

The center is largely supported by funding authorized by the Federal Highway Administration. LTRC's goal is to merge the resources of state government and universities to identify, develop, and implement new technology to improve the state's transportation system. LTRC combines the efforts of DOTD and the state's universities to find innovative solutions to Louisiana's transportation problems. These programmatic functions impact the approximately 4,200 DOTD employees as well as the department's local, federal, university, and transportation community partners. This position is primarily responsible for overseeing and directing research, technology transfer, workforce development and materials testing programs within DOTD in addition to assuring effective management over DOTD and LSU employees. The Director of LTRC is also a "gratis" employee of LSU.

The incumbent advises executive level positions and participates in executive level strategic planning and is frequently asked to lead department task groups which develop programs and policies that affect the overall function and effectiveness of DOTD. The incumbent provides overall direction to programs which address the continuing education and job skill needs of both the public and private sectors of the transportation industry and serves as a member of the Board of Directors of the LTRC Foundation, Inc. The LTRC Director also serves as a subject matter expert and member of review committees for the TRB and other state departments of transportation.

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.

DUTIES AND RESPONSIBILITIES

30% Directs the overall planning, development and delivery of programs and activities of the Research, Technology Transfer and Workforce Development sections and the LTRC Transportation Training and Education Center (TTEC). In accordance with founding legislation, LTRC provides the missions of research, technology transfer and education & training for Louisiana's transportation industry. To further the department's initiatives in ensuring research and technology transfer initiatives this position reviews, and signs when appropriate, Title 48 and Title 39 contracts with LADOTDs transportation industry partners, both domestic and international.

25% Directs the overall planning, development and delivery of the programs and activities of the Transportation Training and Education Center. TTEC provides the delivery of transportation related professional development opportunities, continuing education, technology transfer and training for engineers, technicians, and related disciplines in both the public and private sectors. Reviews, and signs when appropriate, Title 48 and Title 39 contracts with transportation industry partners, both domestic and international, to further the department's initiatives in ensuring research and technology transfer initiatives.

10% Establishes cooperative relationships between DOTD, LTRC and public and private entities such as Louisiana state universities, National Academies' Transportation Research Board, other state transportation departments, federal agencies, and appropriate technical associations to optimize joint resources toward the resolution of transportation problems. Assist DOTD principles, section heads, and partnering transportation industry to establish strategic policy

for programmatic initiatives, incorporating best practices from the transportation community. Make decisions and recommendations in the areas of research, technology transfer, and workforce development that have department-wide impacts on the DOTD mission.

10% Provides liaison with federal, state, university and private industry personnel both locally and nationally in administering the materials, research, technology transfer and workforce development programs; provides liaison with university and outside federal agencies on administrative and financial matters; advises the LTRC Policy Committee and LTRC Foundation Board. Serves as a gratis employee of LSU to administer all policies and procedures for LTRC's contract employees.

10% Oversee the administration of DOTD programmatic events and functions. Events managed are as follows, but not limited to: Louisiana Transportation Conference; Southeastern Association of State and Highway Transportation Officials; LTRC Seminar Series; Executive Technology Transfer Seminar Series; etc…

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

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

Christopher P. Knotts
DOTD Chief Engineer Administrator
POS NO 145376
Samuel B. Cooper, Jr.
Director – LTRC
Engineer 9
POS NO 00152444
TS 321
Sheri Hughes
Administrative Assistant 5
POS NO 00111120
AS 613
Mike Boudreaux
Tech Transfer Engineer
Engineer 6 DCL
POS NO 117803
TS 317
Undergraduate Student Worker Program
LTRC & TTEC
25 Undergraduates
VJ GOPU
Associate Director
External Programs
Tyson Rupnow – Section 19
Associate Director – Research
Engineer 8
POS NO 00131829
TS 320
Mary Leah Coco – Section 33
Associate Director – Technology Transfer, Training and Education
DOTD Program Director
POS NO 137368
AS 622