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:	147957

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:	10/09/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	209425
Consultant:	KS
Supervisor:	AD

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SF-3 ROUTING SLIP/CHECKLIST

TO: Jennifer Mizzell
HQ HUMAN RESOURCES

FROM: Mary Elliott Bergeron

DISTRICT/SECTION: Section 85

STAMP IN DATE:

DISTRICT HR CHECKLIST		HQ HR CHECKLIST
☑	SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!**	☐
☐	If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Non-Competitive Action Authorization form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation.	☐
☐	If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.*	☐
☑	Job duty percentages must total 100%.	☐
☑	Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!**	☐
☐	Complete form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3.	☐

If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)

Added reference to IIJA in the first section. Updated the the funding information in the second section.

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
0700/0276	00147957

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	00109340
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)
			☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Sholmire, Dawn	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Planning/Section 85/Unit 005		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	50333812	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.

EMPLOYEE: Dawn R Sholmire	DATE: 10/6/23	☒ 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: Mary S Elliott Bergeron	DATE: 10/6/2023	☒ 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): Mary S. Elliott Bergeron	DATE: 10/6/2023	☒ 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: Mary E. Elliott Bergeron Transportation Planning Administrator		

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.

This position is responsible for managing the activities and the ongoing programs of the Statewide Planning and Needs Analysis and Highway Performance Management System units of the Transportation Planning Section in the DOTD Office of Planning. This position reports to the Transportation Planning Administrator. While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws and regulations, as well as DOTD policies, procedures, manuals and directives.

25% Serves as Assistant Administrator of the Statewide Planning and Needs Analysis and HPMS units. This requires planning, directing, organizing and evaluating all activities and operations involving statewide transportation planning and analysis and reporting requirements of the annual Highway/Bridge Needs and HPMS processes. Develops, maintains and updates a long range, statewide planning process and Statewide Transportation Plan covering all transportation modes for the Department in compliance with federal Statewide Planning Rules promulgated by the Moving Ahead for Progress in the 21st Century Act (MAP-21), the Fixing America's Surface Transportation (FAST) Act and the Infrastructure Investment and Jobs Act (IIJA) laws. This planning process and plan development is a continuous, long-range projection (at least 20 years) of the future development of the statewide transportation systems. It requires close coordination with the DOTD Highway Program Engineer, Design Engineers, Environmental Engineers and the Metropolitan Planning Organizations (MPOs) representing the eleven urbanized areas throughout the state.

20% Directs the Department's metropolitan planning activities. Requires management of the STP50-200k and STP>200k federal funding category yearly programs. These are important statewide urban programs with a total average annual budget of approximately $80 million. Also coordinates with the large MPOs for the individual Congestion Management System (CMS) Program. Requires interaction with the MPO staffs to continually implement the federally mandated CMS process for the recommendation and selection of transportation projects. Serves as a member of each of the Metropolitan Planning Organization's Technical Advisory Committee. This requires involvement in the development and updating of the Long Range Transportation Plans and Transportation Improvement Programs for each MPO area. Also assists in the acquisition of the latest technical planning tools such as urban travel demand forecasting models and in the designated metropolitan areas, the preparation of federally mandated air quality conformity analysis and documentation and approvals. Requires interaction with other state agencies such as the Department of Environmental Quality, as well as close coordination with the Federal Highway Administration, the Federal Transit Administration and the Environmental Protection Agency.

20% Serves as the Assistant Administrator of the Statewide Traffic Assignment Program for all projects and studies on highways throughout the state, both urban and rural areas. This requires managing and assisting engineers and other subordinates who compile traffic count and vehicle classification data, analyzing said data and using engineering judgement as well as accepted traffic analysis guidelines to produce project specific reports to be used by the DOTD Design, Environmental and Geometric Sections and Districts. Provides similar services to contracted consultants. This statewide program is essential to the timely development of highway projects. The reports are necessary to establish criteria for the proper selection of highway parameters. Requires coordination with the Traffic Data Collection, Design, Environmental and Geometric Sections and all DOTD District Traffic Operations Engineers who regularly supply data for this function.

15% Provides for the administration for the Highway Needs Study and the HPMS Study. The Highway Needs Study is mandated by the Louisiana Legislature and plays a major role in project identification and prioritization. It is complex combination of data collection of the approximately 16,700 miles in the State Highway System, including an analysis of deficiencies related to safety, congestion and condition. The HPMS is a federally mandated national level highway information system that includes data on the extent condition, performance, use and operating characteristics of the nation's highways. HPMS is a factor in the annual determination as to how much federal funds the state will receive.

10% Administers Corridor Feasibility Studies for proposed highway improvements on specific corridors throughout the state. These economic-based studies provide the Department with consistent, comparable analysis of proposed projects. This requires the administration of staff that are managing contracts with private consultants for the studies and when necessary, interactions with legislatively established Commissions and interested citizen groups for a particular corridor. Also acts as project coordinator for consultant produced transportation planning studies on various subjects throughout the state.

5% Participates in miscellaneous planning activities such as assisting and representing the DOTD administration on the Steering Committee of multi-state planning studies. Responds to requests for information from citizens, legislators and other state and federal agencies. When necessary, represents the Transportation Planning Section at departmental meetings.

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

SECTION 85
TRANSPORTATION PLANNING