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:	123461

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:	11/29/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	185079
Consultant:	WPA
Supervisor:	DBA

Louisiana SCS State Civil Service

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
0700	123461

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

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/OFFICE OF ENGINEERING/HQ/SECTION 24/ UNIT 002		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ENGINEER 8	115857	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
JASON LACOMBE	50362463	ASSISTANT ROAD DESIGN ENGINEER ADMIN.

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

4	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.
David S. Smith APPOINTING AUTHORITY (Required)	11/29/21	☒ 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.
David S. Smith PDD Chief - E9 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.

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.

This position is held by a licensed Professional Engineer with statewide responsibility. The engineer serves as one of four (4) chief assistants to the Road Design Engineer Administrator and assists in the administration of a major design division.

55%	Assists in setting priorities, developing programs, and coordinating and planning activities for the section. Advises, recommends, and/or establishes policy and procedure for the Department as pertaining to roadway design. Provides administrative and technical guidance and engineering expertise at the highest level for major highway projects and for major highway programs. Is responsible for the supervision and training of in-house engineering and technical staff. Direct reports include the Off-System Bridge Program Manager and an in-house design gang.
25%	Administers consultant contracts for major highway design projects by developing project scopes, negotiating contract fees, monitoring consultant progress, administering the contract's provisions, approving invoices and reviewing the acceptability of final plans.
10%	Represents the Department of Transportation and Development as an expert witness in tort liability cases involving roadway design. This includes advising the attorney on the appropriate interpretation of DOTD, FHWA and AASHTO design guidelines and policies and as-built roadway plans. Provides technical expertise and the Department's position by answering interrogatories, giving depositions, assisting and guiding our attorney in court to interpret the credibility of the plaintiff's expert witnesses, and testifying as an expert witness.
5%	Serves as the Department's representative in meeting with elected state officials, parish governing bodies, and municipal governing bodies to advise, coordinate, inform, and obtain necessary approvals for project development and to keep these officials current on status of projects in their respective areas of concern.
5%	May be required to perform other duties as necessary, but not limited to, emergency/disaster support activities.
100%	

ISEMANN, ROBERT M

ASSISTANT ROAD DESIGN ENGINEER ADMIN
00123461

FELDER, RYAN J

ENGINEER 6-DCL
50412848

LAM, TRI D

ENGINEERING TECH-DCL
50372399

JUDICE, ANDREW J

PLAN DEVELOPMENT ENGINEER
50354717

ACHORD, BEAU D

ENGINEER INTERN 2
50353383

FOGLEMAN, JAMES F

ENGINEER INTERN 2
00116114

LAM, THANH D

ENGINEERING TECH-DCL
50372428

LUTZ, JOSEPH M

ENGINEER INTERN 2
00184645

VACANT

ENGINEER 4
50333206

RAY, JARED A

ENGINEER 6
50484765

BELL, CARLTON E

ENGINEER INTERN 2
00011164

LUKE, SHAWN T

ENGINEER 6-DCL
50484766

SHREWSBERRY, WILLIAM C

HIGHWAY RAIL SAFETY ENGINEER
00115076

VACANT

ENGINEER 6-DCL
50534928

District/Section Appointing Authorities Org Chart (PDF File)

GANG 001
KIRKLIN, LISA
014242
AA-5
SMITH, DAVID
115657
ENGR 8
GANG 002
ISEMANN,ROBERT
123461
ENGR 7
GROUP 1
GANG 002
LACOMBE, JASON
50362463
ENGR 7
GROUP 2