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:	149297

Allocation Action:	Job Correction
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/19/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	162756
Consultant:	WPA
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
0700/ 0276	149297

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7 DOTD	TS 320	165450
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Engineer 7	TS 320	109340

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
Chaumont, Jared	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD: Office of Operations: District 07: Gang 002: Lake Charles: Calcasieu PH (10)		225-379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50371930	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

2	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	DATE	☐ 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) KEVIN SEILHAN ADA OF OPERATIONS PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 10-03-19	☒ 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.

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.

Function Statement:

The overall function of this position is planning, analysis, design, inspection, and inventory of traffic signal systems, signing, pavement markings, channelization and all associated traffic controls for all highways and urban streets. This position is located in the District 07 Gang 002 of the Department of Transportation and Development and reports directly to the Engineer 8, ADA of Operations. The incumbent must be self-motivated and be able to perform duties many times with or without minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

Specialized knowledge, skills and abilities:
Required License: State of Louisiana "Professional Engineering License"
Drug Testing required: N/A
Types of equipment used for the job: Cell phone, GPS Device, Computer, Passenger Vehicle

Job Duties & Responsibilities:

30 % Directs all district traffic engineering activities and traffic studies. Assigns work duties to ensure assignments are completed in a timely manner. Conducts performance planning and reviews on subordinate personnel; recommends personnel actions such as promotions, disciplinary actions, reassignments, etc. Oversees the collection of data, and analyzes data collected by district traffic engineering personnel to ensure reliability of data. Ensures that accurate records are maintained. Prepares technical reports recommending (1) installation or modification of traffic control devices such as traffic signals, (2) Geometric modifications to improve safety and capacity, (3) modifications to signs, pavement markings, and (4) parking restrictions and speed limits. The traffic studies and technical reports are completed in response to requests for modifications to traffic control devices received from the general public and public officials.

15% Coordinates and directs the activities of the district sign shop, striping crew and electricians to ensure that assigned duties are completed in a timely manner. Develops work schedules and budgets to ensure that responsibilities of these crews are completed. Subsequent to the installation or modification of traffic control devices, inspects the work to verify that work was completed in compliance with accepted engineering standards and established department policies.

15% Reviews driveway and access permit applications at the request of the district permits specialist. Makes recommendations for plan revisions if needed to ensure compliance with the DOTD access management policy.

10% Reviews plans of construction and/or maintenance projects and approves traffic control plans which may modify existing traffic control devices. Reviews plans for proposed new roadway intersections and traffic control device permit applications to ensure conformance with department standards.

5% Investigates and analyzes existing traffic control devices at abnormal accident locations. Makes recommendations and ensures implementation of modifications to improve traffic flow and safety at these locations.

5% Oversees the district outdoor advertising, junkyard, logo, and tourist oriented directional sign (TODS) programs for compliance with federal highway administration requirements.

5% Represents the district traffic engineering office in all meetings concerning traffic engineering related subjects. Provides technical assistance in establishing department policies related to traffic engineering.

5% Participates in the development of a strategic plan for district traffic operations. Develops procedures and budgets to ensure that established goals and objectives are accomplished.

5% Answers interrogatories and requests for information in response to or in preparation for litigation against the Louisiana Department of Transportation and Development. Gives depositions, testifies and acts as a representative for the department in legal proceedings provides technical assistance and offers expert testimony in court on traffic-related lawsuits involving the department.

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

SF-3.A
Rev. 11/01

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☐ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☐ E

☒ This position has the following special requirements:

Possession of a current Louisiana license to practice professional engineering plus seven years of professional engienering experience.

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

☐ There is a base supplement for this position. List percentage _____

☒ This position is FLSA Status Exempt

☐ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☐ This position has other special pay/working conditions:

_____

Revised 10/03/2019

Traffic Operations
Gang 002
ADA of Operations
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