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:	123295

Allocation Action:	Affirmed
Official Allocation:	SURVEYOR MGR
Job Code:	165760
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/14/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	195449
Consultant:	JCA
Supervisor:	DEZ

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 0700/0276	POSITION NUMBER 123295
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) DOTD Location and Survey Assistant Administrator	CURRENT PAY LEVEL TS-320	CURRENT OFFICIAL JOB CODE 165760
REQUESTED OFFICIAL JOB TITLE Surveyor Manager	REQUESTED PAY LEVEL TS-320	REQUESTED OFFICIAL JOB CODE 165760

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 Rumsey, Jr., Barton L.	Employee Qualifies For Job ☒ Yes ☐ No	HUMAN RESOURCES CONTACT Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION DOTD/Engineering/Project Development Division/S30 - Location & Survey/U001/EBRP		HUMAN RESOURCES TELEPHONE (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR Surveyor Administrator - DOTD	DIRECT SUPERVISOR'S POSITION NUMBER 165750	HUMAN RESOURCES EMAIL 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
Joseph Arretteig	166737	Surveyor Manager
Barrett Smith	166738	Surveyor Manager

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

1	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) Stanley Ard - Surveyor Administrator PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 8/1/2022	☒ 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: Under the direct supervision of the Location and Survey Administrator, this position receives, provides oversight, and distributes field survey data for processing and review to transmit to the appropriate engineering section for utilization in the design of highway construction projects. This position provides oversight of the Automation Unit, receives and distributes requests ensuring that all topographic survey processing requests are attended to and tasks are completed. Incumbent is responsible for approving and rejecting leave requests. This position assists in the preparation of the section's budget, making recommendations for equipment and software to ensure the flow of products and services provided by this Section. Incumbent must possess a Professional Surveyor's License and be efficient in the latest versions of MicroStation and InRoads.

JOB DUTIES: 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.

35% Oversees the management and coordination of the electronic collection of field survey data, both conventional and Global Positioning System (GPS) surveying and the translation of associated input data files into the three dimensional design formats used by the Department's Design sections.

10% Manages and coordinates with Federal Agencies, City and Parish Governments and planning units, all statewide geodetic control projects for the Louisiana Geographic Information Systems.

10% Oversees the coordination of all geodetic control furnished by the Department to both private consultants who are doing surveying work under contract and others requesting such data.

10% Manages the development and training of staff.

5% Assists in the administration of a major section of DOTD that furnishes various pertinent survey data as a basis for the engineering plans developed by the Departments design staff or private consultants.

5% Assists in preparation of annual budget for Locations and Survey Section with emphasis on specifications and purchases of computer equipment and software.

5% Participates in various meetings concerning section activities, priorities and needs.

5% Performs special duties assigned by the Section Head.

5% Participates in various meetings concerning electronic plans delivery by consultants, electronic plan collaboration between consultants and DOTD engineering design sections.

5% Prepares and presents technical presentations on electronic survey data and collection and processing to professional organizations. Conducts beta testing of engineering design and automated surveying software.

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

Location and Survey Section 30

8/23/2022 Proposed Structure