

POSITION DESCRIPTION APPROVAL



Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	130172

Allocation Action:	Affirmed
Official Allocation:	ENG 8
Job Code:	109100
Pay Level:	TS-322
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	10/03/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	196024
Consultant:	AJO
Supervisor:	DEZ



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

Table with 3 columns: MAJOR AGENCY CODE & PERSONNEL AREA CODE, POSITION NUMBER, CURRENT PAY LEVEL, CURRENT OFFICIAL JOB CODE, REQUESTED PAY LEVEL, REQUESTED OFFICIAL JOB CODE

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

Table with 4 columns: ORGANIZATIONAL UNIT NUMBER, COST CENTER NUMBER /FUND, WORK PARISH, PERSONNEL SUBAREA

- EMPLOYEE GROUP (CHOOSE ONE): FT HOURLY, FT SALARY, PT HOURLY

3 GENERAL INFORMATION

Table with 3 columns: EMPLOYEE'S NAME - LAST, FIRST, Employee Qualifies For Job, HUMAN RESOURCES CONTACT, AGENCY/DEPARTMENT - OFFICE - DIVISION, HUMAN RESOURCES TELEPHONE, OFFICIAL TITLE OF SUPERVISOR, DIRECT SUPERVISOR'S POSITION NUMBER, HUMAN RESOURCES EMAIL

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

Table with 3 columns: 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

Table with 2 columns: NUMBER OF DIRECT SUBORDINATES (7)

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.

Table for signatures with columns for EMPLOYEE, DIRECT SUPERVISOR, APPOINTING AUTHORITY, DATE, and certification checkboxes.

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 administers the programs and activities of the Data Collection and Management Systems Section 21. This position reports directly to the Deputy Assistant Secretary of the Office of Planning.

20% Performs administrative duties for all planning and organizing of activities and operations associated with the Public Road Inventory Program. This includes the collection and maintenance of the field inventory data. Program is responsible for the compilation, maintenance and management of the Department's inventory databases (e.g., Control Section Manual, Surface Type Log, Geographic Features) utilizing geographic information systems (GIS) and global positioning system (GPS) mapping data to reflect changes to the state system or as are needed for project development purposes as defined in EDSM I.1.1.20. Evaluating and recommending the exchange or transfer of public roads with local governments according to current department policies; primarily EDSMs I.1.1.19 and I.1.1.27. Evaluating and revising state route designation, numbering systems, functional classifications, National Highway System (NHS) and designated truck route designations in accordance with current federal law and guidelines, as required by Title 23 of the Code of Federal Regulations (23 CFR). Reporting of the Louisiana certified public road mileage to the Federal Highway Administration (FHWA) under the signature of the Governor.

20% Performs administrative duties for all planning and organizing of activities and operations associated with the Traffic Monitoring Program. This is accomplished through field personnel, collaboration with local entities and contract services to determine, according to federal guidelines (Traffic Monitoring Guide), the annual average daily traffic, vehicle classification and vehicle weight on the public road system in Louisiana. The traffic monitoring program and its data provides information essential to the general administration of the highway programs and to the current and historic traffic data for the public road system. Executes a program according to 23 CFR Part 500, subpart B; to develop, establish and implement the continued operation of a traffic monitoring system for highways and public transportation facilities and equipment.

20% Performs administrative duties for all planning and organizing of activities and operations associated with the Management Systems Programs, which includes Pavement, Bridge and Asset Management. Develops policies and procedures pertaining to the operation of these distinct and highly technical engineering programs. These programs consider asset condition, performance, cost and risk factors to find the best maintenance and improvement investments in an iterative systematic process. Complex analysis leads to decisions and recommendations which are instrumental in establishing DOTD strategic goals and objectives pertaining to road, bridge and other assets for infrastructure preservations. Oversees the development and implementation of a risk-based Transportation Asset Management Plan (TAMP) that contains elements for objectives and measures, performance gap assessments, lifecycle cost considerations, risk management analysis, financial planning and investment strategies in accordance with the federal requirements in Title 23, United States Code and 23 CFR.

20% Performs administrative duties for all planning and organizing of activities and operations associated with the GIS Cartographic Mapping Program. Establish an Enterprise LRS procedure for all other DOTD business systems to report consistent asset location information that can be utilized by GIS. Provides oversight for the compilation, maintenance and management of the Department's GIS transportation layers using GIS and GPS mapping data. Analysts use specialized GIS software programs, assist in implementing new GIS technology, disseminate GIS data to outside users, as well as to DOTD personnel, plan and implement multi-agency GIS projects. Oversees in the development and maintenance of a statewide digital geospatial database for topographic mapping in accordance with Revised Statute 48:36.

5% Interprets national standards and policies related to the Section programs and initiates/maintains Department standards such that conformance to national policy is attained.

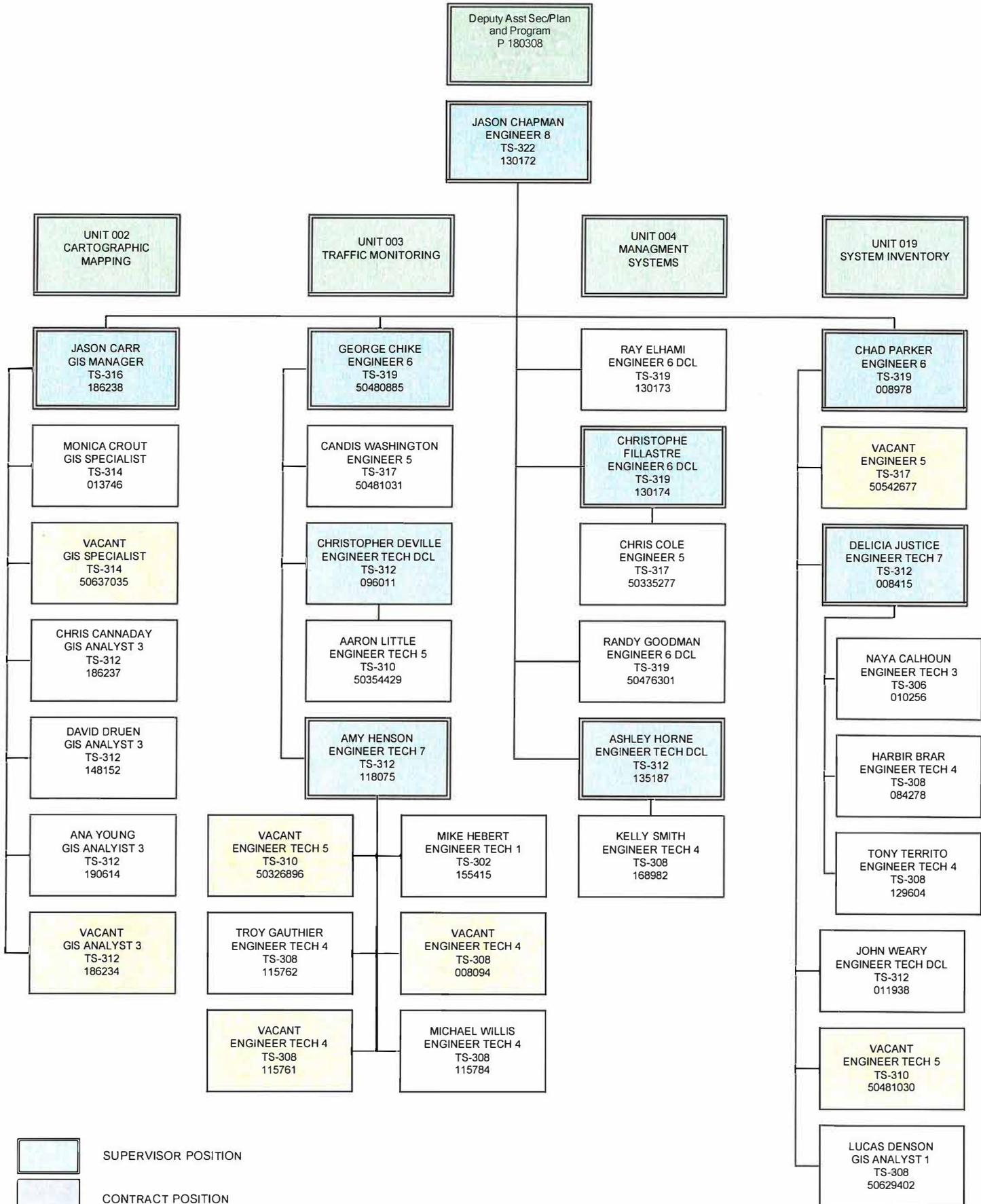
5% Administers the Data Collection and Management System Section's budget so as to provide the most efficient use of available funds and to seek additional funds when appropriate. Directs all section level personnel and funding operations that are required in the execution of this program.

5% Approves the awarding of significant (>\$1 million) and highly technical contracts for work performed by consultants/contractors.

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

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.

SECTION 21 DATA COLLECTION AND MANAGEMENT SYSTEMS



- SUPERVISOR POSITION
- CONTRACT POSITION
- VACANT POSITION