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:	8134

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:	06/07/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	179864
Consultant:	YM
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	8134

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 8	TS 322	109100
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
Ardoin, Noel	☒ Yes ☐ No	Jennifer Mizzel
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Office of Engineering-Environmental Section 28-Unit 001		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
DOTD Deputy Engineer Administrator	50361403	Jennifer.Mizzel@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	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) CHRISTOPHER P. KNOTTS CHIEF ENGINEER PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 5/26/2021	☒ 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 of Work: This position directs the functions of the Environmental Section within the Office of Engineering, a highly diversified Section with professional scientists, engineers, and engineering technicians. The Environmental Section is responsible for ensuring that the Department's delivery of the Federal-aid highway and State transportation programs comply with Federal and State environmental laws, regulations, and procedures. The Environmental Section is responsible for the implementation and successful completion of Stage 1 of the Department's Project Delivery process and for the acquisition of environmental permits for the Department's projects prior to construction. The Section is also responsible for ensuring environmental compliance and monitoring of Department projects, permits, and programs.

This position requires a Professional Engineering license issued by the Louisiana Professional Engineering and Land Surveying Board.

55% Directs the Functions of the Environmental Section (Section 28):

This position serves to administer all higher functions of the Environmental Section, whose responsibility is to evaluate and analyze the social, economic and environmental impacts of Departmental projects and actions under the National Environmental Policy Act (NEPA), ensure environmental compliance, and procure permits such as those required under the Clean Water Act, Coastal Zone Management Act, and the Louisiana Scenic Streams statute. The processing of projects under NEPA requires extensive contacts with other Federal, State and local agencies and officials to receive input on the likely impacts of resources under their individual jurisdictions. Documentation in the form of Environmental Impact Statements and Assessments, are prepared to evaluate individual projects in order to satisfy the regulatory requirements of each agency. Analyses under NEPA require a systematic and multi-disciplinary evaluation of the environmental impacts to resources, which results in a complex balance of diverse and competing resources and impacts to the needs and benefits to motorists, commuters and freight shippers. This position utilizes the talent of an elite, highly technical scientific and engineering staff to comply with the tenets of NEPA and Statewide/Metropolitan planning requirements. Environmental compliance is carried out by a diverse Environmental Evaluation Unit within the Section composed of five distinct areas: Air and Asbestos, Noise and Vibration, Water and Wastewater, Solid and Hazardous Material/Waste, and Underground Storage Tank covering eight statewide programs. This Unit within the Section is responsible for a wide variety of environmental requirements including, but not limited to, storm water discharges, lead and asbestos abatement, underground and above ground storage tanks, hazardous materials, noise and vibration monitoring, and remediation. Environmental compliance, assessments, risk evaluations, and site mitigation/remediation all require extensive contacts with regulatory agencies, local officials, and DOTD District personnel to ensure compliance with federal and state environmental guidelines.

This position also serves as the Section Head for the Environmental Section. In this stature, this position is responsible for the hiring and firing of employees, who are college-educated environmental professionals, planners, and engineers. It is also responsible for the establishment and approval of budget for purchasing equipment and supplies, the training of employees, and travel for employees to execute the diverse programs of the Section.

20% Recommends Environmental Policy and Establishes Procedures for the Department:

This position serves to evaluate, advise, and develop environmental policy and procedure for the Department. Unremitting regulatory changes by multiple agencies must be evaluated for effects on Departmental procedures and higher Administration advised of changes which are likely to result. New project development and environmental procedures must be developed and implemented to anticipate or react to these changes, cognizant that these changes must result in minimal additional time to process and construct projects included in the approved Departmental Highway Program.

10% Administers the Department's Public Involvement Program During Stage 1:

This position serves to establish procedures to maintain effective communication with Federal, State and local agencies and representatives, as well as the general public. All Public Meetings and Public Hearings held in support of the Project Development Process during Stage 1 (Environmental) are performed by the Environmental Section. NEPA requires that procedures established in the Public Involvement Program result in early, continuous, and meaningful coordination with these agencies and the public to receive input on actions proposed by the Department. These procedures are reviewed and approved by the Federal Highway Administration and the Program implemented in accordance with these established procedures.

10% Collaborates and Advises on the Planning, Feasibility, and Compliance:

This position advises other Engineer Administrators and Managers on the performance of route locations, with expertise regarding environmental consequences of the viability of their implementation. The proper planning for route locations considers the negative environmental consequences which may accrue. The position also advises on the performance and consequences of activities relative to the compliance with and application of environmental rules and regulations. Comprehensive knowledge of regulated and protected resources is required to advise other planners and engineers of the likely consequences and viability of providing timely environmental approvals by regulatory agencies.

5% May be required to perform other duties as necessary 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 28 Environmental
(TO 34)