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:	7732

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:	162478
Consultant:	JCA
Supervisor:	ALG

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	7732

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
Sistrunk, Natalie	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Operations/District 05/Gang 002/Monroe/Ouachita Parish (37)		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372223	mary.e.thomas@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.

	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.
R W RK APPOINTING AUTHORITY (Required)	10/2/19	☑ 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.
R Kirk Gallien ADA Operations 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.

Engineer 7 - District Traffic Operations Engineer
District 05 Operations

Function Statement:

This position is located in District 05/Gang 001 of the Department of Transportation and Development and reports directly to the Assistant District Administrator of Operations (Engineer 8). The overall function of this position is to serve as the District Traffic Operations Engineer for District 05, which encompasses the parishes of Lincoln, Union, Jackson, Ouachita, Richland, Morehouse, Madison, East Carroll, and West Carroll. This position provides supervision to the District Traffic Engineering Section (Gang 002), District Sign Shop (Gang 750), District Electrical Shop (Gang 751), and the District Striping Unit (Gang 775).

This position is responsible for the planning, analysis, design, inspection, and inventory of traffic signal systems, striping, pavement markings, signs, and associated traffic control devices for all state maintained roadways within District 05 and for all electrical equipment, electrical systems, and electrical components of movable bridges and facilities within District 05 to ensure safe and efficient operation of the transportation network and physical facilities.

The incumbent must be self-motivated, have the ability to interpret unforeseen conditions that may arise, and be able to perform duties with minimal supervision. The incumbent shall participate in appropriate DOTD structured training programs and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

Responsibilities of this position are mandated by L.R.S. 32:2.

While in official capacity, DOTD employees must comply with all applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

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

- Required to maintain Professional Engineering license and Class E driver's license
- Knowledge of traffic engineering principles
- Knowledge of computer aided design software, Microsoft Office, and specialized traffic engineering software
- Knowledgeable in the safe operation of passenger vehicles and other equipment operated by traffic maintenance personnel
- Leadership, organizational, and budgeting skills
- Ability to operate a hand held radio, cell phone, personal computer, and passenger vehicle

Job Duties and Responsibilities:

40% Supervise and direct District traffic engineering activities. Ensure the collection and analysis of traffic data is accurate and reliable. Review and finalize technical traffic engineering reports to ensure conformance with established engineering standards and Department policy, and review recommended installations or modifications of traffic control devices, roadway geometry, pavement markings, highway signing, speed limits, etc. to improve highway safety and/or capacity. Supervise and direct the District Outdoor Advertising and Junkyard Program to ensure compliance with Federal Highway Administration and state requirements as well as federal and state law.

20% Coordinate, direct, and inspect the activities of the District sign shop, striping crew, and electricians which includes budgeting, scheduling work, and ensuring timely installation/maintenance/operations of traffic control devices, electrical equipment, and movable bridges, in conformance with established engineering and industry standards and federal and state policies.

10% Review and analyze commercial access connection permits and associated traffic impact studies to determine impacts to traffic and any required mitigation on the state maintained highway system.

5% Represent the District Traffic Operations office in meetings and forums with the public, elected officials, governmental agencies, etc., to provide technical assistance and interpret traffic engineering standards and Department policies.

5% Respond to interrogatories and requests for production of documents, provide technical interpretations or opinions, give depositions, and provide court testimony in association with tort litigation involving the Department.

5% Review, make recommendations, and approve traffic control devices and traffic control plans on construction and maintenance projects.

5% Investigate and analyze serious/fatal crashes and abnormal crash locations, and make recommendations for modifications to improve safety. Submit required documentation and seek funding for safety improvements through the Department's Highway Safety Program.

5% Participate in the development of strategic and budgetary planning for the District traffic operations gangs to help ensure established goals and objectives are satisfied.

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:

License to practice Professional Engineering in the State of Louisiana

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): $3,481.60 bi-weekly

☐ 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:

This position may require work involving night time operations or call outs for emergencies that may occur outside normal work hours.

D05 GANG 002
REV 10/02/2019