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:	13648

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:	163032
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

X JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0276	00013648

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
50021401	2764040400	Bossier Parish	Reg/Leav5110010

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
Hollier, James	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD Office of Engineering & Operations, District 04/Gang 002, Bossier City		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Engineer 8	50372116	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

3	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 James P Hollier	10/8/16	☑ 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 Byron Keith Cure	10/8/2016	☑ 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) Byron Keith Cure PRINT NAME AND TITLE OF APPOINTING AUTHORITY Byron Keith Cure Asst of Operations	10/8/2016	☑ 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.

This position is responsible for 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 within the District that are under the state system of roads and to ensure safe and efficient operations of the network. Responsibilities also include the coordination of District forces, the District 04 Regional Traffic Management Center and the Motorist Assistance Patrol. Responsibilities and authorities of this position are mandated by L.R.S. 32:2. This position is located in District 04/Gang 002 of the Department of Transportation and Development and reports directly to the Assistant District Administrator 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 arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of the 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:

- Possession of a current Louisiana license to practice professional engineering.
- In depth knowledge of the Federal Highway Administration's *Manual on Uniform Traffic Control Devices*.
- In depth knowledge of traffic related Engineering Directives and Standards Manual (EDSM's).
- In depth knowledge of the Traffic Engineering Manual.
- In depth knowledge of the Access Connections policy, the Traffic Impacts Policy and access management.
- Knowledge of the Department's Outdoor Advertising Manual and other departmental policies.
- Knowledge of the use of traffic counting devices and the computer software associated with said devices.

50%

- Directs all District traffic engineering and 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. Reviews and finalizes technical reports recommending (1) installation, modification, or removal of traffic control devices such as traffic signals and flashing beacons, (2) geometric modifications to improve safety and capacity, (3) installation, modification or removal of signs, striping and pavement markings, (4) parking restrictions and speed limits. The traffic studies and technical reports are completed in response to requests from the general public, elected officials, partnering agencies and departmental staff.

- 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. Provides technical assistance to our attorneys and the Attorney General's staff on traffic-related matters related to lawsuits.
- 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.
- 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.
- Reviews, approves and develops temporary traffic control plans and detour routes for construction projects, maintenance work and permitted work.
- Oversees the District Outdoor Advertising, Junkyard, LOGO and Tourist Oriented Directional Sign (TODS) Programs for compliance with Federal Highway Administration requirements.
- 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.
- Coordinates with the railroads and determines the need for railroad preemption for traffic signals near at-grade railroad crossings. Conducts studies to determine the type of preemption required and determines the amount of preemption time necessary for each intersection.
- Conducts studies and establishes permanent and work zone speed zones on highways within the state system, including school speed zones. Conducts studies and establishes the appropriate advisory speeds to supplement warning signs.
- 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.

25%

- Coordinates and directs the activities of the District sign shop and sign crews (Gang 750), both striping crews (Gangs 751 and 774), and electricians (Gang 752) 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 the work was completed in compliance with accepted engineering standards and established Departmental policies.
- Provides technical assistance and guidance to Area Engineers, Project Engineers, Design Engineers, consulting engineers, City and Parish Engineers on traffic related issues to ensure compliance with the *Manual on Uniform Traffic Control Devices* and departmental policy, and to ensure the safety of the traveling public with minimal disruptions to traffic in and near work zones.

20%

- Reviews access requests and Traffic Impact Studies to ensure permitted access is in compliance with the *Manual on Uniform Traffic Control Devices,* the Access Connections Policy and the Traffic Impacts Policy. Determines placement of driveways, geometrics of driveways, number of driveways allowed, need for left or right turn lanes, need for signalization, need for shared access, need for median modifications, and other types of mitigation that may be necessary for new developments, modifications to existing developments, or expansions of existing developments. Coordinates decisions and responses with the Area Engineers, the Hydraulics Engineer and the District Permit Specialist.
- Coordinates the efforts of the District 04 Traffic Management Center, the Motorist Assistance Patrol with partnering incident management agencies and District forces. Provides input on the design and development of future ITS projects within the region. Coordinates the traffic operations staff, Traffic Management Center's staff and the Motorist Assistance Patrol's staff in response to significant natural disasters such as hurricane evacuations, floods, and snow and ice events. Represents the District as our sitting member of the Northwest Louisiana Transportation Safety Coalition.

05%

- 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.

50021410-D04/G001 - ADA-OPERATIONS / BOSSIER

410-D04/G001 - ADA-OPERATIONS / BO
50372116-ADA OPERATIONS
BYRON TINDELL Pers# 00012660
TS-322 Job# 00165460

21401-D04/G002-TRAFFIC OPRS / BOSS
8-DISTRICT TRAFFIC OPERATIONS EN
JAMES HOLLIER Jr Pers# 00043477
TS-320 Job# 00165450

021408-D04/G500-HDQRS/BOSSIER CI
00165883-ENGINEERING TECHNICIAN 4
TRINITA WATSON Pers# 00259822
TS-308 Job# 00161250

410-D04/G001 - ADA-OPERATIONS / BO
50466781-ENGINEER 6-DOTD
JOSHUA BEDGOOD Pers# 00248880
TS-319 Job# 00165510

410-D04/G001 - ADA-OPERATIONS / BO
50502096-ENGINEER 4
Vacant position
TS-316 Job# 00109150

984-D04/G500-ROAD MAINT SPEC / BO
50376225-ENGINEERING TECHNICIAN 1
WILLIAM LONG Pers# 00067961
TS-312 Job# 00166250

021408-D04/G500-HDQRS/BOSSIER CI
00088944-ENGINEERING TECH-DCL
JASON BLAIR Pers# 00150510
TS-312 Job# 00166260

021408-D04/G500-HDQRS/BOSSIER CI
50562236-ENGINEERING TECHNICIAN 5
KEVIN WELCH Pers# 00271733
TS-310 Job# 00166230

410-D04/G001 - ADA-OPERATIONS / BO
50376405-ADMIN ASSISTANT 5
JOY FIELDS Pers# 00003432
AS-613 Job# 00168080

-D04/G500-ROADSIDE DEVEL COORD /
0124115-ROADSIDE DEVEL DIST COOI
ROY NUGENT Jr Pers# 00000959
TS-311 Job# 00108620

50021401-D04/G002-TRAFFIC OPRS / BOSSIER