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:	7825

Allocation Action:	Affirmed
Official Allocation:	ENG 7
Job Code:	109340
Pay Level:	TS-320
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	06/22/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	180486
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
0070 /0276	7825

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Engineer 7	TS-320	109340
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
Sanders, Randal	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD - HQ - Office of Engineering - Section 80/Unit 039		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Engineer 8	180475	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

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		☐ 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	6-21-21	☒ 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)	6-21-21	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Mark Cooper / Contract Services Administrator		

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 the administration and direction of the Construction Contracts Unit of the Contract Services Section of DOTD (Section 80 Unit 039). Construction Contracts' domain of responsibility is the development, maintenance, implementation and quality control of the process of preparing and distributing construction proposals and contracts for the DOTD construction and maintenance programs, including the bid review process and the contract award process.

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.

Duties and Responsibilities

40% Independently directs and administers the activities of the Construction Contracts Unit of the Contract Services Section of DOTD.

The Construction Contracts Unit is composed of a senior engineer, staff engineer, and engineering technicians and is responsible for the preparation, revision, and distribution of construction proposals and contracts for the DOTD construction program. This is a critical and complex process involving coordination efforts in finalizing construction plans, writing and compiling appropriate project specific specifications, and the preparation for distribution of the final bid package. Unit is responsible for:

- The legal advertisement of the DOTD construction and maintenance programs
- The posting of specific project information on the Department's Internet site
- The data in the AASHTOWare Project Preconstruction software licensed by DOTD
- The bid procedures and bid review process
- The notification and execution of the construction contract award process

25% Attends meetings and communicates via telephone, fax, email, internet, etc. with engineers and officials of DOTD, FHWA, various state and local agencies, contractors, consultants and the public for purposes of project scheduling, problem solving, and gathering and disseminating information.

10% Serves as administrator of the facilities, personnel, and budget needs of Construction Contracts Unit of the Contract Services Section.

10% Makes recommendations to the DOTD Chief Engineer regarding forms and miscellaneous documents to be used in the DOTD construction and maintenance programs

5% Serves as a member of the DOTD Standard Specifications Committee, Standard Plan Committee, Contractor Disqualification Committee, Disadvantaged Business Enterprise Goal Committee, and New Product Evaluation Committee.

5% Serves as DOTD's technical expert regarding the preparation and content of construction proposals and contracts.

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

CONTRACT SERVICES / SECTION 80

4 / 20 / 2021