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:	8024

Allocation Action:	Affirmed
Official Allocation:	ENG 9
Job Code:	171280
Pay Level:	TS-323
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/25/2022
Position Audited:	No
Audit Date:	
Comments:	Correct Job Code:171280; differing job codes are an error

Log Number:	194765
Consultant:	AJO
Supervisor:	DEZ

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATECIVILSERVICE

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: 0700 & 0276	POSITION NUMBER: 8024
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Engineer 9	CURRENT PAY LEVEL: TS-321	CURRENT OFFICIAL JOB CODE: 165470
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL: TS-323	REQUESTED OFFICIAL JOB CODE: 171280

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

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
			☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST: HILL, THOMAS MARSHALL	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/Office of Operations/District 05/Unit 001/Monroe/Ouachita Parish (37)		HUMAN RESOURCES TELEPHONE: (225) 379-1259
OFFICIAL TITLE OF SUPERVISOR: DOTD DEPUTY ENGINEER ADMINISTRATOR	DIRECT SUPERVISOR'S POSITION NUMBER: 180310	HUMAN RESOURCES EMAIL: 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

7	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: Thomas M Hill	DATE: 8/25/22	☒ 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): M. Todd Donmyer M. Todd Donmyer Asst. Sec. of Ops PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE: 8·25·22	☒ 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.

ENGINEER 9 – DISTRICT ADMINISTRATOR

Mission Statement:

The overall function of this position is to provide leadership for District 05 as well as administer and manage all resources and business responsibilities. 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.

This position is located in District 05 of the Department of Transportation and Development, located in Monroe, Louisiana and reports directly to the Deputy Assistant Secretary of Operations. This position serves the following 9 parishes: East Carroll, West Carroll, Jackson, Richland, Lincoln, Union, Madison, Ouachita, and Morehouse, which consist of 2200 road miles, and 871 state owned bridges. The District staff level is 320 with the following direct reports: 3- Assistant District Administrators, 3- Area Engineers, 1-Administrative Program Director 3, 1-Engineer 4 (WAE) and 1- Administrative Assistant.

Specialized knowledge of Department policies, procedures, and rules along with applicable federal, state, and local laws is required. The incumbent participates in the required DOTD structured training program and obtains additional training to facilitate the performance of required tasks.

The incumbent must be a strong leader who is highly self-motivated, decisive, and able to perform duties with general oversight and direction. The incumbent must be able to interpret the course of events and anticipate unforeseen conditions.

50% Provides leadership to the District Staff. Performs administrative and management duties over all resources and responsibilities assigned. Implements policies and direction from the Deputy Assistant Secretary of Operations. Advises Deputy Assistant Secretary of Operations of transportation needs within the District to provide for better use of available resources and improve Department productivity. Ensures cohesion and teamwork between District operating units, governmental agencies, and private interest to ensure effective implementation of the agency's Strategic Plan and Goals. Develops, interprets, and carries out policies and programs for all aspects of the business including but not limited to: construction, maintenance, design, public works, operations, permitting, and traffic. Creates a culture of accountability and ownership in the District Implements organizational and leadership standards.

25% Confers, advises, and negotiates with federal, state, and local officials, private entities, members of the public, and other elected/appointed officials on a variety of issues, some of which may be sensitive and controversial. Calls, meets, and/or conducts conferences with legislators, mayors, police jurors, FHWA officials, local citizens, contractors, and media personnel to resolve and/or arbitrate complaints, construction, maintenance, traffic problems, design errors; and/or discuss funding, planning, design and schedule of construction projects. Serves as media spokesperson to inform the public of construction and maintenance project activities in the District. Represents the Department/District on highly-complex engineering issues as well as on highly publicized decisions or actions in which the media or the public are involved; participates in conferences with DOTD officials, Division Directors, and other key staff to correlate and enhance administrative program.

15% Establishes priorities, goals, objectives, policies, and procedures in order to achieve desired results. Facilitates, schedules, and prioritizes work activities in order to achieve results in a timely and efficient manner. Establishes criteria for performance indicators or benchmarks against which work efforts will be measured in order to gauge progress and evaluate results. Continuously monitors, tracks, evaluates, and reports on the progress, performance costs, accomplishments, and status of all work, requests, complaints, project contracts, agreements, permits, reports, etc. in respective District. Ensures good documentation of progress, performance, costs, accomplishments, and status of all work, requests, complaints, projects, contracts, agreements, and permits.

10% May be required to perform other duties as necessary including but not limited to, emergency-disaster planning/preparation/response/support activities.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

☒ This position requires a driver's license: ☐ A/B/C ☐ D ☒ E

☐ This position has the following special requirements:

SPECIAL PAY / WORKING CONDITIONS

☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

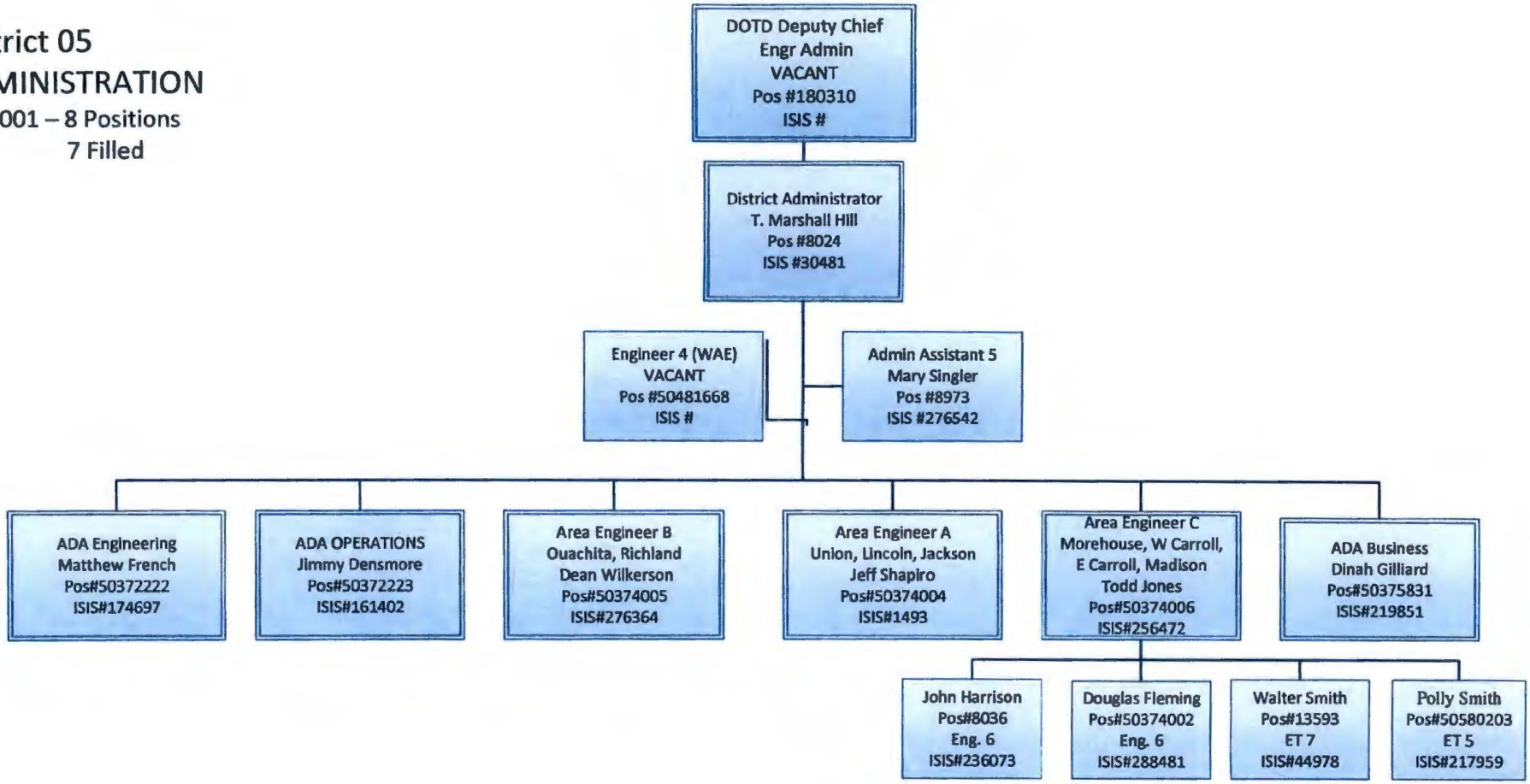
☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☐ This position is considered Disaster Essential

☐ This position has other special pay/working conditions:

District 05
ADMINISTRATION
Unit 001 – 8 Positions
7 Filled



Revised 05 18 2021