

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA I-3-24
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 4
Subject: S.O.P. OFFICE OF STATE AID ORGANIZATION AND PERSONNEL			Distribution A, B, C, D, E
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**PURPOSE:** To state the organization of the State Aid Office and the related duties and responsibilities of its personnel.

1. ORGANIZATION;

1.1. State Aid Engineer: The State Aid Engineer has line supervision over all employees of the Office and is the chief responsible officer in the administration of the State Aid Office. His principal duties and responsibilities are outlined in S.O.P. SA-I-3-23.

1.2. Assistant State Aid Engineers: The Assistant State Aid Engineers report directly to the State Aid Engineer. The Assistant State Aid Engineer (District Engineers) has line supervision over all District Engineers and one Administrative Assistant. The Assistant State Aid Engineer (Bridge, Design and Contract Administration) has line supervision over all employees in the Bridge Section, the Roadway Review Section, the Materials and Specifications Section and the Contractual Operations Section.

Principal duties and responsibilities of the Assistant State Aid Engineers are to assist the State Aid Engineer in planning, reviewing and directing all work of the Office's employees and that of the county Engineers working under rules and regulations promulgated by the State Aid Engineer.

Specific duties of the Assistant State Aid Engineer (District Engineers) include, but are not limited to, review of system revision requests, construction programs, supplemental agreements, construction change requests, guiding district engineers in the performance of their duties and approving expense vouchers.

Specific duties of Assistant State Aid Engineer (Bridge, Design and Administration) include, but are not limited to, review and recommendations relative to changes in design criteria and specification changes, revision and updates to the Standard Operating Procedures, approval of subcontract requests and approval of expense vouchers.

1.3. State Aid District Engineer: The State Aid District Engineer reports directly to the State Aid Engineer or Assistant State Aid Engineer and has no specific line authority over other employees of the office.

Principal duties and responsibilities are to assist the County Engineer and the Board of Supervisors in the planning, design, construction, and maintenance of their County State Aid Road System. The ability of this individual to establish and maintain an effective working relationship with the Board and the County Engineer is critical to the successful operation of the State Aid Office.

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Specific duties and assignments include, but are not limited to, review and approval of construction programs, plan-in-hand inspections of proposed construction projects, review of final plans and construction estimates, conduct lettings and recommend approval or rejection of bids, conduct annual maintenance inspections on completed State Aid Projects, and work closely with the Federal Highway Administration on matters relating to the Federal Aid System or Federally Funded Construction Projects.

- 1.4. Design Review Engineer: The Design Review Engineer reports directly to the State Aid Engineer or Assistant State Aid Engineer. He has line supervision over all employees working in the Roadway Design Section.

Principal duties and responsibilities are the development of uniform design criteria for roadway construction and directing the review and checking of roadway plans, designs, and specifications developed by County Engineers for construction projects.

Specific duties and responsibilities are, but not limited to, the detailed review and checking of plans; the organization and direction of work flow through the Design Review Section; the checking of non-uniform design with the District Engineer and the Specifications Engineer; and the development of new design standards to keep pace with the advancing technology of construction practice and materials.

- 1.5. Bridge Engineer: The Bridge Engineer reports directly to the State Aid Engineer or the Assistant State Aid Engineer and has line supervision over other employees assigned to the Bridge Section.

Principal duties and responsibilities are the planning, design, and preparation of bridge construction design standards. He also is required to work closely with County Engineers and Consulting Engineers on special design projects.

Specific duties and responsibilities are, but not limited to, accompanying District Engineers on plan-in-hand inspections on projects where bridges are proposed for construction, reviewing completed plans, designs, and specifications; to make construction inspections as work progresses; to assist in the development of specifications for bridge construction; to assist in the updating of the Counties Bridge Inventory; and to advise the County Engineers on the various permit requirements as may be required by State and Federal Agencies.

- 1.6. Materials, Specifications and Testing Engineer: The Materials, Specifications, and Testing Engineer reports directly to the State Aid Engineer or Assistant State Aid Engineer and has line supervision over the administrative assistant who prepares and distributes his work.

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Principal duties and responsibilities are to assure that adequate procedures have been developed to require the use of tested and acceptable materials in all projects; to check on a regular basis, the field compliance with required testing procedures; the establishment of uniform material and test requirements with the Mississippi Department of Transportation Testing Division; monitoring the activities of County Engineer Laboratories; approving payment of all testing charges; advising and assisting County Engineers and State Aid District Engineers in all material, testing, sampling, and acceptance requirements.

Develop and implement uniform testing and sampling frequencies for material and construction; review, on a continuing basis, all material and test requirements to assure uniformity with Mississippi Department of Transportation requirements; approve for payment all testing charges; assist and advise County Engineers in the operation of testing Laboratories; check with Department of Transportation District Testing Engineers as to the availability of personnel and anticipated work load in each District and its effect on field testing on State Aid Projects; develop, review, and re-write all Standard Specifications, Special Provisions, and Standard Operating Procedures covering all phases of projects administered by the State Aid Office; serve as the State Aid Office's representative, as a member of the MDOT Specification Committee for Flexible Pavements; serve as a member on the Research and Evaluation Committee of the MDOT; assist the State Aid Engineer in other special duties as may be required from time to time.

In order to accomplish the above assignments, the Materials, Testing, and Specifications Engineer is required to work closely with the State Testing Engineer, Construction Division Specification Engineer, Research and Development Engineer, all State Aid District Engineers, all County Engineers, the State Aid Engineer and all Divisions under his supervision.

- 1.7. Contract Analyst Senior: The Contract Analyst Senior reports directly to the Assistant State Aid Engineer and has line supervision over the Office Manager II and a Clerk (part time).

Principal duties and responsibilities are the administration and supervision of the filing of documents and correspondence, microfilming of documents and correspondence for permanent records, and maintaining an adequate inventory of office supplies.

- 1.8. Transportation Planner: The Transportation Planner reports directly to the State Aid Engineer and the Assistant State Aid Engineer and has no specific line authority over other employees of the office.

Principal duties are the review and processing of system change requests and programs, maintaining the status and availability of federal funds and review of right-of-way documents and certifications.

Specific duties include, but are not limited to, the directing or processing of State Aid construction

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programs and modification of State Aid and Federal Aid Systems; work closely with the Department of Transportation and the Federal Highway Administration in matters relating to environmental protection, permit requirements, and other required policies for federally funded projects.

- 1.9. Director of Accounting and Finance: The Director of Accounting and Finance reports directly to the State Aid Engineer and has direct supervision over the Comptroller II, the Special Projects Officer III and Administrative Assistant III.

Principal duties and responsibilities are to direct the Office's overall fiscal accounting of all funds used in connection with the State Aid Program.

Specific assignments and duties include, but are not limited to, directing an appropriate accounting of all State and Federal Funds made available to the Counties for State Aid projects and advises the Boards and County Engineers as to each County's respective share of said funds; coordinating the establishment of "project fund accounts" with the Boards, Department of Transportation, and State Auditor; directing the preparation of requisitions and warrants for payment of Contractors' estimates, testing charges and administrative expenditures; supervising the preparation of annual budgets and supporting documents for submission to the Department of Finance and Administration and the Joint Legislative Budget Committee and preparation of the Office of State Aid's annual report to the Legislature.

- 1.10. Comptroller II: The Comptroller II reports directly to the Director of Accounting and Finance and has direct supervision over one Receptionist and one part-time clerk. The Comptroller is also the personnel officer for the Office of State Aid.

Principle duties and responsibilities are to maintain personnel records and to administer all personnel matters with the State Personnel Board and the Department of Finance and Administration, supervise purchasing responsibilities, prepare monthly payrolls and maintain a current inventory of office equipment and automobiles.

- 1.11. Systems Analyst: The Systems Analyst reports directly to the State Aid Engineer and the Assistant State Aid Engineer.

Principle duties and responsibilities are to evaluate data processing equipment and software and to recommend purchases, to develop and maintain a network within the Office of State Aid, and assist with development of programs to perform specific functions.

- 1.12. Programer Analyst II: The Program Analysts II reports directly to the Assistant State Aid Engineer.

Principle duties and responsibilities are to assist the Systems Analyst.