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:	0273 - DOTD-Administration
Position Number:	7974

Allocation Action:	Affirmed
Official Allocation:	PRINTING SUPERINTENDENT
Job Code:	103810
Pay Level:	WS-219
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/18/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	206502
Consultant:	KS
Supervisor:	AD

STATE CIVIL SERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

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
0700/273	7974

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Printing Superintendendent	WS-219	103810
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	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Vacant	☐ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD, Office of Management and Finance/Section 26/ESS/Unit 005/Baton Rouge-EBR (17)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Gilbert Bonnet	8323	jenifer.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

1	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.
APPOINTING AUTHORITY (Required) Brad D. Doucet Statewide Program Manager 2 PRINT NAME AND TITLE OF APPOINTING AUTHORITY	7/14/23	☒ 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.

PRINTING SUPERINTRNDENT

This position serves as Printing Superintendent of Department of Transportation and Development (DOTD), and is responsible for managing the operation of the DOTD Reproduction Unit, which supplies the agency with electronic scanning, engineering plans, reproduction, forms, and other printed materials. The incumbent has wide latitude in establishing and interpreting services and polices for the agency as it relates to Print Shop operations. This position is located with the Office of Management and Finance (OMF), Enterprise Support Services Section and report directly to the Administrative Program Director 3.

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

Ability to interpret documents such as safety rules and operating and maintenance instructions on Reproduction Unit equipment.

Ability (Strength) to lift up sixty (60) pounds.

Ability to obtain certification to operate a propane or gasoline forklift.

Ability to maintain a Louisiana State Driver's License, Class E or above.

Equipment Used-Desktop Computer, PC Printer, Barcode Software, Calculator, Telephone, Fax Machine, Large Digital Copiers, Manual Dollies.

Job Duties and Responsibilties:

45% Responsible for daily productivity and quality of subordinates' work being performed. Prioritizes all Reproduction Unit requests, job assignments, scheduling subordinates' training, manages printing supplies and equipment, and reviews all procedures of subordinates. Identifies and resolves problems related to the Reproduction Unit operations.

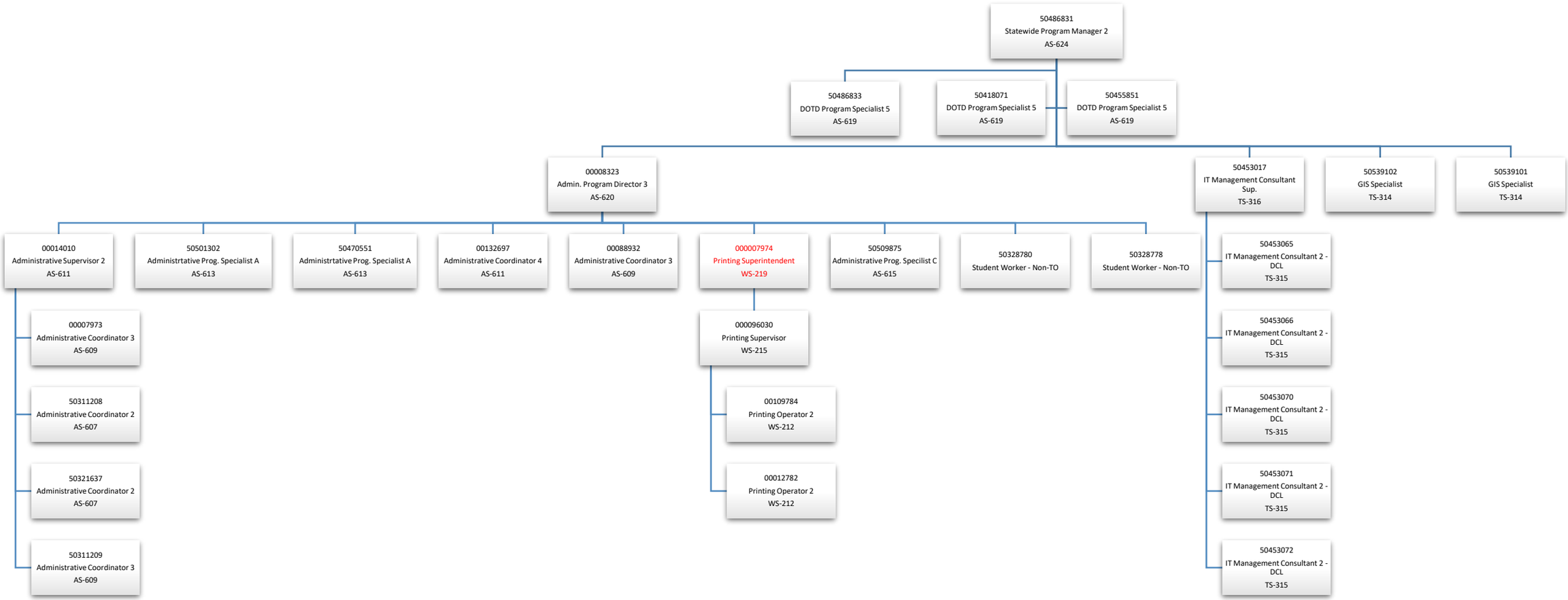
15% Delegates authority to subordinates to ensure that work requests are logged, reviewed, processed, completed, and that the quality and quantity of work from the unit is excellent. Conducts daily follow-up to ensure that the Reproduction Unit's monthly goals and objectives are met.

15% The Printing Superintended is responsible for evaluating subordinates through performance evaluations, reviewing and approving leave requests, and ensuring that new personnel are trained and evaluated. Provides comments and recommendations on Printing Operator job applicants for Reproduction Unit.

10% Responsible for reviewing the Reproduction Unit's safety procedures, and ensure that daily maintenance is being conducted and recorded on all Reproduction Unit equipment.

10% Review contracts for equipment maintenance, maintains equipment meter reading, paper and toner supply usage, and material required to support the Reproduction Unit.

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

While in official capacity, DOTD employee must comply with applicable Louisiana and Civil Services laws, rules and regulations, as well as DOTD policies, procedures, manual and directives

Enterprise Support Services – Section 26