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:	7237

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG MGR 3
Job Code:	170700
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/26/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	203533
Consultant:	WPA
Supervisor:	AD

STATECIVILSERVICE

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
0276	7237

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Manager 3	AS 615	170700
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)
50386800	Bossier Parish	Reg/Leav5110010	☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764020400				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Young, Amy	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD - Office of Operations - District 04/Unit 001 / Bossier Parish	(225) 379-1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Aministrative Program Director 3	50375827	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

2	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 Amy Young	4/25/2023	☒ 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 John Hacey	4/25/2023	☒ 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) P.E.	04/25/2023	☒ 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 David North DA		

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.

Function Statement:

This position reports to the Administrative Program Director 3. Under the direction of the Administrative Program Director 3, assists in managing the administrative programs and support functions for the District. Incumbent reports to the District Business Office which supports 323 personnel with an operating budget of $26M. District 04 maintain 2,140 miles of Federal and State roadways in seven (7) Parishes with an inventory of equipment in excess of 875 pieces, of which is responsible for high level work in the following area: purchasing, payroll, fiscal management, budget, records management, data processing, facility management, special projects and contracts. The incumbent ensures compliance with all DOTD policies/procedures, as well as State and Federal Laws/Regulations.

The Administrative Program Manager 3 must be self-motivated, be able to perform duties independently with limited supervision is expected to exercise some degree of independent judgement and initiative in determining the approach/action to take in non-routine situations that may arise. Incumbent participates in DOTD structured training programs as appropriate and attends all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. Additionally, the incumbent is required to possess the following specialized knowledge, skills and abilities:

1. Must be proficiently skilled in accounting practices with a working knowledge of Fiscal Accounting Code, Systems Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Management (SRM), LaGov and Microsoft Office Software.

2. Must possess the ability to create and maintain confidential files on employees, including personnel, training, and productivity records used for Performance Evaluation System (PES).

Job Duties & Responsibilities

70 % Procurement / Perpetual Inventory

This position may be authorized to sign and conduct budget matters pertaining to District 04. Responsible for daily reconciliation of expenditures against the budget, ensuring the District operates within its allocated funds. Identifies and resolves issues/discrepancies with Financial Services reporting all issues and discrepancies to the Administrative Program Director 3. Develops/Uses and monitors district tracking systems (spreadsheets/database,) in compliance with Operational Directives. Analyzes historical budget data to assist in identifying trends in preparation and submission of the annual budget request.

May serve as District's financial subject-matter-expert concerning cost coding for all payable and procurement documents, including but not limited to Cost Center, Fund and General Ledger information. Under the direction of the Administrative Program Director 3, manages, approves, signs and supervises the preparation and transmission of all payment documents; such as LaCarte Procurement Card purchases for the District, with secure online access to the online banking system for the distribution of charges. May develop and implement the process/procedures for procurement and accounts payable sections within the District, ensuring effective and efficient process flow in compliance with Generally Accepted Accounting Principles (GAAP).

Responsible for the establishment and maintenance of internal recording and control procedures involving the collection, evaluation, preparation, reconciliation, processing, and submission of 11K District documents to DOTD headquarters.

In the absence of the ADA of Business and when authorized may serve as the approval authority for all post-pay period payroll activity within the AGILE/PTMW for processing Prior Period Adjustments (PPA's) and approval of work orders.

May assistant with monitoring District payroll process, including the review and audit of payroll for 332 employees to ensure accuracy and compliance with DOTD, State and Federal guidelines. May share responsibility to monitor the transmission of payroll data; reviewing payroll via PTMW, Plant Maintenance (PM), and AGILE systems ensuring compliance with Federal Labor Standards (FLSA). May assist with District Time Managers to ensure corrections are submitted accurately and in a timely manner.

20 % Procurement:

Oversees District Buyers in the procurement process, ensuring compliance with DOTD Procurement.

Controls the receipt and disbursement of approximately 1.25M consumable goods ensuring, all are receipted and adequately accounted for within District guidelines. Monitors and audits the creation, revision and maintenance of purchase orders for goods and services created by the Administrative Program Manager 2. Oversees and monitors the development and implementation of a systematic approach to creating, modifying, and monitoring Purchase Orders and supporting procurement documentation.

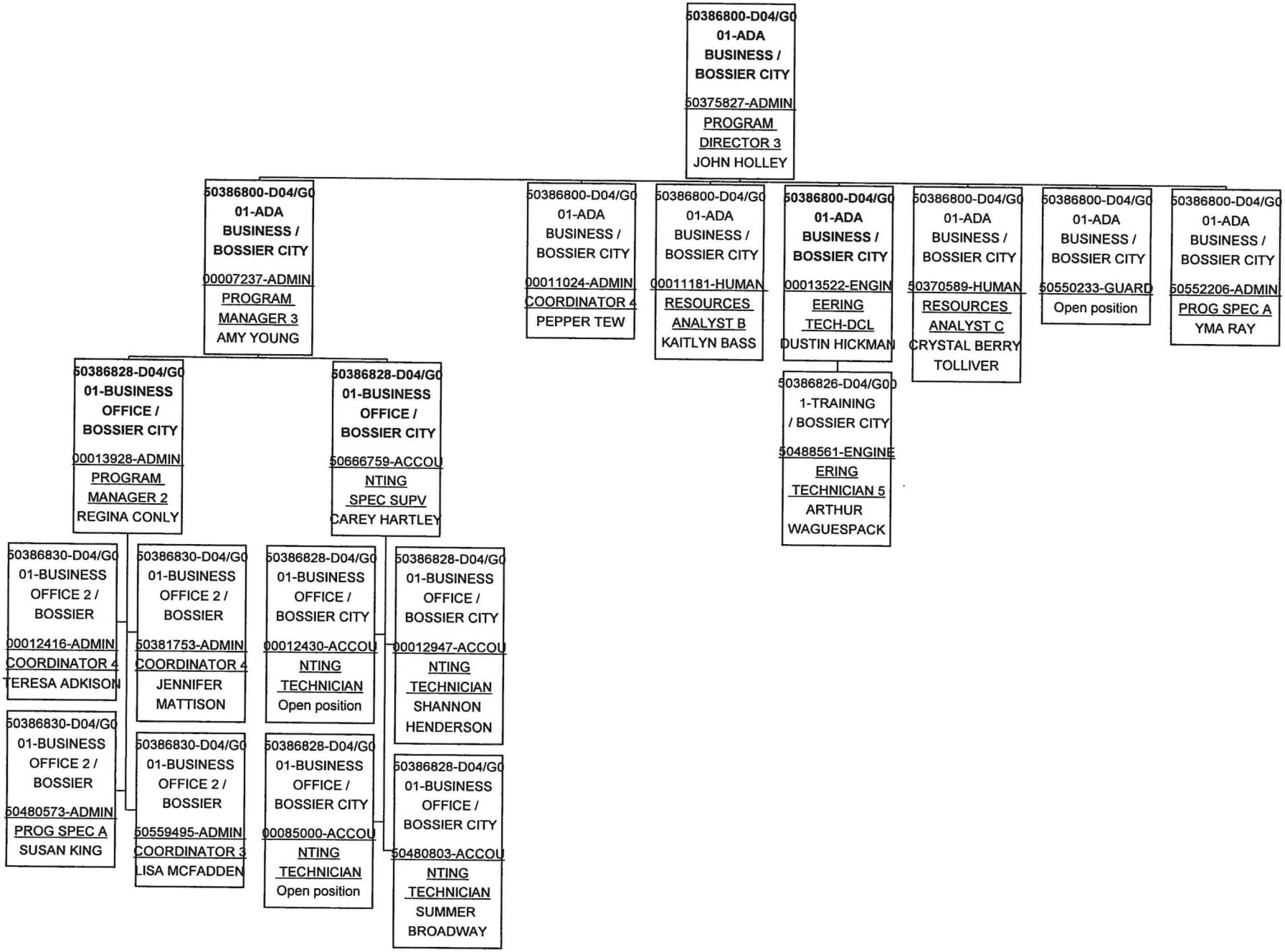
5% Administrative

May serve as Signatory Authority at the discretion of the Administrative Program Director 3 as required and is responsible for the administration of District Switchboard functions through the Administrative Program Manager 2. Incumbent assists in responsibility to ensure the security of buildings and grounds at the District Headquarters Complex during non-working hours.

Responsible for providing adequate training opportunities for assigned District personnel, concerning procurement, payables, and payroll processes as defined in Agency Policy and Procedure, and Business Manuals.

5% Miscellaneous Duties

May be required to perform other duties as necessary including, but not limited to emergency/disaster support, Worker Compensation and FMLA.

100%

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