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: | 50340505 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| Official Allocation: | CONTR/GNTS REV MGR |
| Job Code: | 160230 |
| Pay Level: | AS-619 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 01/09/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 198809 |
| Consultant: | JCA |
| Supervisor: | DEZ |

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 |
|---|---|
| 0276 | 50340505 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| Contracts/Grants Reviewer Manager | AS-619 | 160230 |

| REQUESTED OFFICIAL JOB TITLE | REQUESTED PAY LEVEL | REQUESTED OFFICIAL JOB CODE |
|---|---|---|
| Contracts/Grants Reviewer Manager | AS-619 | 160230 |

## 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 |
|---|---|---|
| Robertson, Tonyic | ☒ Yes ☐ No | Jennifer Mizzell |

| AGENCY/DEPARTMENT – OFFICE – DIVISION | HUMAN RESOURCES TELEPHONE |
|---|---|
| DOTD/Engineering/Contract Services/Section 80/Unit 018 | ( 225 ) 379-1902 |

| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
|---|---|---|
| Administrative Program Director 4 | 50521039 | 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 | | ☐ 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) | 1-5-23 | ☒ 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. |
| PRINT NAME AND TITLE OF APPOINTING AUTHORITY: MARK CHENEVERT / CONTRACT DIVISION 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 managing the processing and tracking of invoicing documents relative to contracts between the Department and consultant engineering firms and others for services, and between the Department and Local Public Authorities (LPAs), other state and interstate agencies, and contractors, such as intergovernmental and interagency agreements and services contracts. This position is responsible also for the preparation and processing of Entity-State Agreements between the Department and LPSs. The incumbent must have a working knowledge of the Department's policies and procedures applicable to the Department's consulting services contracting, Entity-State Agreements, and contract/agreement management. The incumbent must have a working knowledge of the computer software and other systems employed by the unit and section relative to the Department's consultant services contracting.

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.

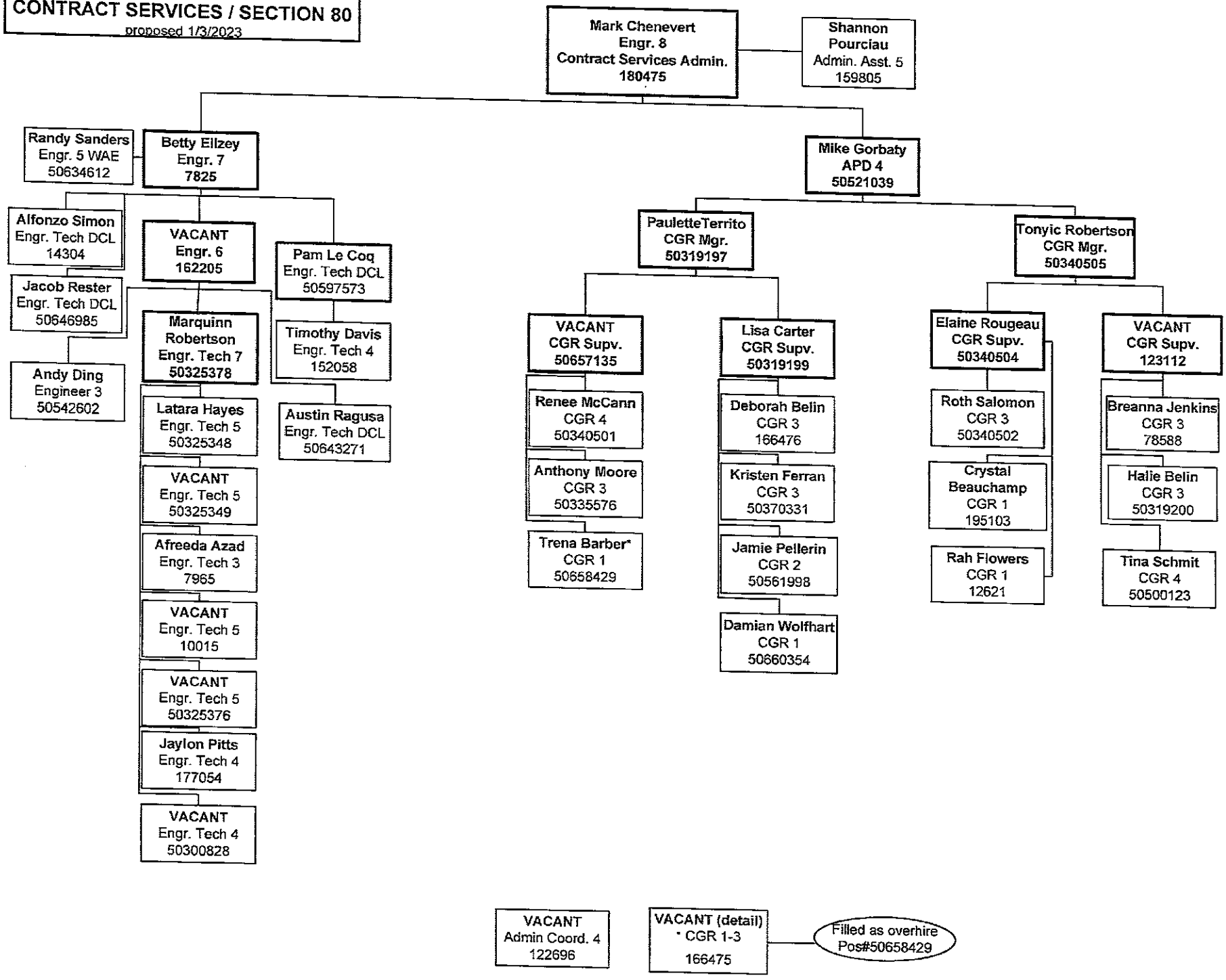
## Duties and Responsibilities

45% Manages the processing of consultant invoices for construction and pre-construction engineering and related services, research, planning, environmental, and other activities procured by the Department by the competitive and non-competitive selection processes, pursuant to La. R.S. 48:285, *et seq.*, as well as invoices related to agreements between the Department and LPAs, other state and interstate agencies, and contractors, such as intergovernmental and interagency agreements and services contracts. Ensures that invoices are processed in accordance with applicable state and federal statutes and regulatory requirements, as well as Department policies and procedures. Monitors and tracks the processing of all invoices: manages staff providing a Quality Assurance/Quality Control (QA/QC) review of any invoices processed; the transmitting of consultant invoices for payment to the Department's financial services section; evaluates the performance and productivity of assigned staff and provides feedback, guidance, and counseling to facilitate efficiency and performance. Authorizes payment or restriction of payment on consultant contracts and other agreements. Maintains continuous and current log of all actions in process. Tracks the time required to process each of the various types of invoices. Takes action as required to keep the processing of invoices moving to minimize delays. Responds to status inquiries from project and task managers, coordinators, consultants, local officials, and anyone with a vested interest in the payment of an invoice. When workload dictates, assists staff by processing invoices. Maintains awareness of and stays current on Departmental policies and procedures, as well as any other governing rules and regulations that affect the contractual review/approval process or the payment of invoices. Maintains a current working knowledge of and familiarity with all applicable software/computer programs necessary to perform essential functions of the job, as well as remaining current on all job-related trainings. Monitors and tracks the processing of procurement requests (shopping carts), the closing of purchase orders, and releasing of funds.

35% Entity-State Agreements – Manages the preparation and processing of agreements and various modifications and invoices related thereto, between the Department and Local Public Authorities, other state and interstate agencies, and contractors, documenting respective roles and responsibilities, such as intergovernmental and interagency agreements and services contracts. Ensure that appropriate approvals are obtained for all agreements and modifications are processed. Provide a QA/QC review of any invoices processed, and transmit agreement-related invoices for payment to the Department's Financial Services section.

10% As directed by the CCS Administrator, assists the CCS Administrator and other CCS staff in providing guidance and training to project and program managers regarding the CCS operations for which this position is responsible.

10% May be required to perform other duties for which the Department's CCS unit is, or may become, responsible, as directed by the CCS Administrator. Additional duties may include, but are not limited to, emergency or disaster support activities.

# CONTRACT SERVICES / SECTION 80

proposed 1/3/2023