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:	50354181

Allocation Action:	Affirmed
Official Allocation:	BUDGET ADMIN 1
Job Code:	139790
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/07/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	187883
Consultant:	WPA
Supervisor:	DBA

Louisiana SCS State Civil Service

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
0700/0273	50354181

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Budget Administrator 1	AS620	139790
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	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
Tanner, Emma	☒ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
Administration/DOTD - Management & Finance - Budget/S38/G001		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Budget Administrator 2	11705	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
James Street	122599	Budget Administrator 1
Brian Jones	50498595	Budget Administrator 1

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

3	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 Emma Tanner	3/4/2022	☒ 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 Sharonne Bradford	3/4/2022	☒ 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) Barbara Aguillard	3/4/2022	☒ 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 Barbara C. Aguillard Budget Administrator 3		

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.

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 the Budget Section of the Department of Transportation and Development (DOTD). DOTD is one of the largest state departments with a budget of approximately $2.6 billion dollars (includes $1.9 billion for the Capital Outlay Budget) and approximately 4,287 employees with major objectives being to deliver transportation and public works systems that enhance quality of life and facilitate economic growth while also earning the trust and respect of those we serve: customers, public officials and colleagues.

The Budget Section is responsible for directing all budget work of the Department and is also responsible for the preparation of the Recommended Executive Budget Request for the Capital Outlay and Operating budgets. Budget preparation and implementation for all budget units within DOTD is extremely complex because of the multiplicity of programs, funding sources, matching ratios, and interagency transfers of funds.

The incumbent position is primarily responsible for managing and directing the preparation of the Capital Outlay budget activities of the Department. Since there are no employees (only Capital projects) budgeted in Capital Outlay appropriations, the incumbent position is cross-trained to be responsible for each Agency and the relevant Means of Financing associated with each appropriation within the Act. This involves interpreting policy, procedures and regulations related to budgetary fiscal matters of the Department. It includes compiling budget information, conducting analyses of data, evaluating budgetary requests, and projecting revenues and expenditures based on reconciling data in the statewide AFS financial system and also in the LaGov ERP financial system utilized by DOTD.

40% Directs the preparation of all Capital Outlay budget activities in the LaGov and AFS financial systems for the Department's Sections/Districts. Includes, but is not limited to, direction of the following activities:

- Analyzes and reviews submitted budget requests from various Capital Projects; prepares specific budget materials to substantiate budget requests and is available to prepare Fiscal Impact Statements when needed;
- Designs the development and implementation of special training for Department personnel in order to provide uniformity in the budgetary process for E-Corts and BDS entries, along with providing training information on the Fund, Funds Center, and Commitment Item budgetary process for budget requests and adjustments during the fiscal year;
- Works within timelines for the preparation, submittal and review process of the budget documents, which are processed through the incumbent's position;
- Requires knowledge of both the AFS and LaGov financial systems, along with analytical skills and the ability to independently apply those skills in order to properly monitor and evaluate complex and widely varied Capital Outlay programs throughout the Department according to legislative intent;
- Prepares statistical analyses, tables and charts. Develops BI (Data Warehouse), ECC (Core Components) and Business Objects reports and Excel spreadsheets to plot revenue and expenditures, and other LaGov and AFS financial database information as requested by the Executive Administration; and
- Supervises and prepares budget adjustments which could include complex fund level accounting entries necessary for proper cost allocation within the AFS and LaGov systems and adjustments to maintain a viable Department/Agency cash and appropriation expenditure authority position

through BDS entries, along with utilization of Funds Redistribution, Transfers, Supplements, and Returns to accomplish these adjustments within the LaGov system.

15% Performs all supervisory duties concerning subordinate staff, including PESs, and assists with the training and support of agency personnel in development and use of LaGov and AFS financial systems for identifying and tracking project costs.

15% Develops and implements procedures to adequately monitor capital project expenditures and revenues on a continual basis. This is necessary not only to ensure the Department operates within the appropriation level, but also for planning and budget development purposes; along with identifying issues related to reconciling the AFS and LaGov financial systems. This includes, but is not limited to:

- Conducting fiscal analyses of data in both systems;
- Evaluating budgetary requests and ensuring the proper documentation is submitted to support any request;
- Determining, reconciling, and projecting sources and amounts of revenues; and
- Monitoring project expenditures and revenues to ensure adherence to approved budget; assessing spending and revenue patterns to evaluate financial status with respect to projected status; and making recommendations on corrective actions as necessary.

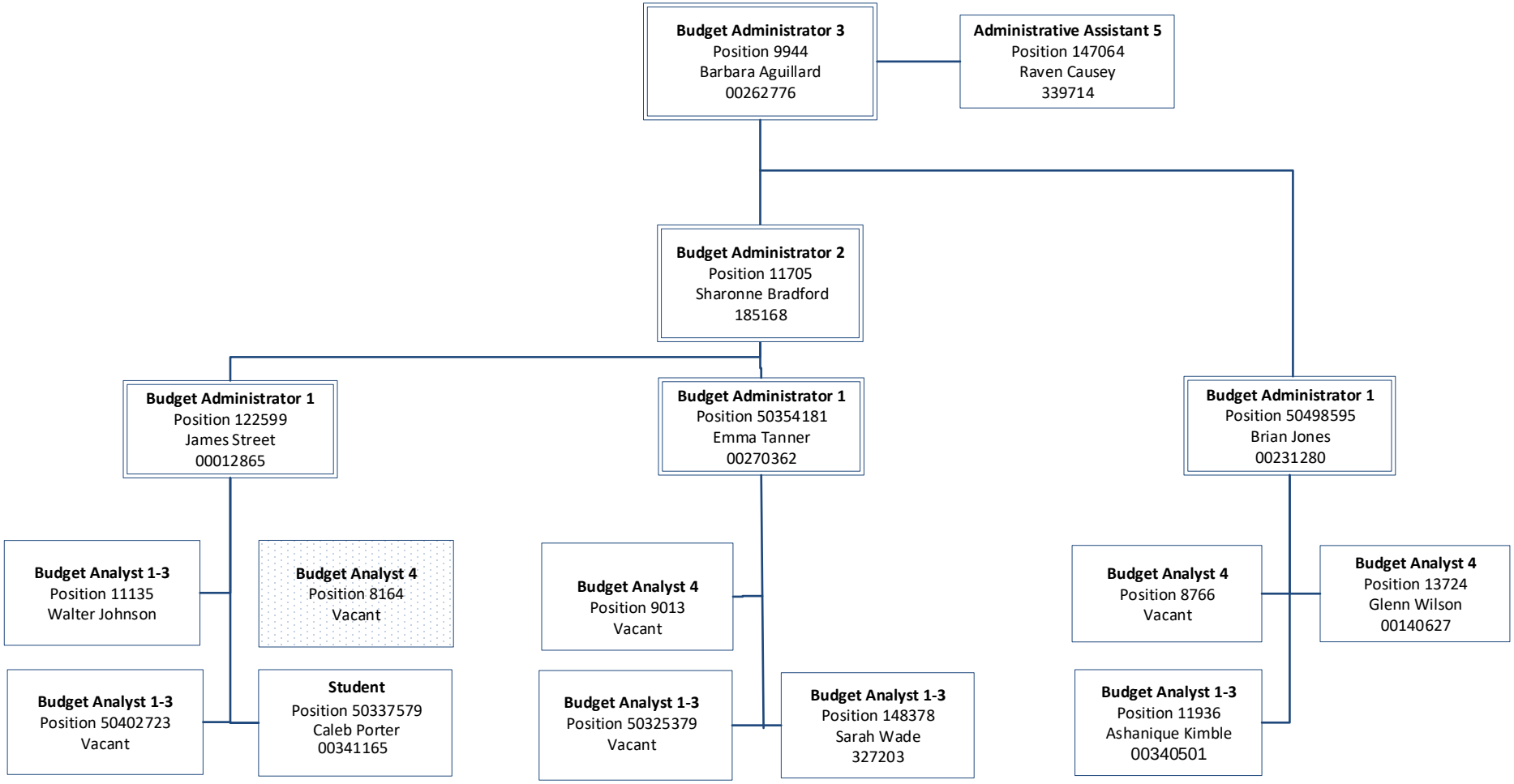
10% Analyzes and monitors the Administrative Cost Reimbursement Process, as provided for in the annual Capital Outlay Appropriation Act (HB2). This is necessary to ensure the Department receives the allowable cost to administer projects funded in HB2. This includes, but is not limited to:

- Verifying each project's eligibility, as set forth in legislation and policy;
- Creating, adjusting and reconciling the funds reservation documents for eligible projects through the LaGov system;
- Researching and resolving funding discrepancies on projects before and after an automated run is executed by LaGov;
- Preparing a complex spreadsheet analysis to evaluate expenditures on projects when the automated process cannot be utilized and following through with a manual processing of the reimbursement; and
- Working closely with Financial Services to provide necessary and accurate information for the completion of the billing of the administrative cost.

10% Provides assistance to the Budget Administrator 2 in directing and managing budget development, and in administration and organization of DOTD budget activities. This includes, but is not limited to:

- Compiling budget information in order to respond to requests from the Division of Administration, the Legislative Fiscal Office, the Legislative Auditor, the LaGov Team, and DOTD management;
- Interpreting federal policy, procedures and regulations related to budgetary and fiscal matters of the Department.
- Collaborate with the Office of Facility Planning & Control; providing supplemental budgetary information necessary to evaluate performance data;
- Preparing any pertinent correspondence, reports, analyses, etc., involving complex and sensitive issues affecting the respective Capital Outlay budget; and
- Developing and implementing cash management strategies to ensure maximum appropriation/expenditure authority and flexibility.

5% Advises the Appointing Authority and the following executive staff, as instructed by the Office Head: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff, regarding program planning and budgetary matters such as funding levels, enhancement and staffing levels, and allocating resources. In addition, if determined to be necessary by the aforementioned executive staff, the incumbent may provide expert testimony before deliberative bodies such as legislative committees.

5% May be required to perform other duties as necessary including, but not limited to, serving as an expert/liaison between the Capital Outlay unit and DOTD's emergency response section. Emergency Operations is the primary point of contact at DOTD for any emergency/disaster related activity and matters concerning these activities should be directed to that Section.

Department of Transportation and Development
Section 38 - Budget
Revised 2/11/2022