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:	50343955

Allocation Action:	Reallocated Up
Official Allocation:	ADMIN PROG MGR 2
Job Code:	170690
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/14/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	202632
Consultant:	WPA
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
0276	50343955

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Admin. Program Manager 1	AS614	170680

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Admin. Program Manager 2	AS615	170690

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
Dennis McCrory	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
LA DOTD/OPERATIONS/HQ/55/004	(225) 379-1539

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Administrative Program Director 3	50396307	denise.thornton@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY
Regina Conly	13928	Administrative Program Manager 2

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

4	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	3/21/23	☒ 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	3/21/23	☒ 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.
APPOINTING AUTHORITY (Required)	3/21/2023	☒ 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.
DAVID HILLMAN / CHIEF MAINT. ENG. PRINT NAME AND TITLE OF APPOINTING AUTHORITY		

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 functions as an Administrative Program Manager 2 in the Business Office assisting six (6) sections of DOTD'S fifty (50) Sections. Incumbent serves as the primary assistant to the Administrative Program Director 3 (who manages an annual budget in excess of $175,000 million dollars) in the Fiscal Management of DOTD programs and projects. Must be self-motivated and be able to perform duties independently with broad supervision. The incumbent is the chief Procurement specialist for DOTD's six (6) sections and is expected to exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations that may arise. The Administrative Program Manager 2 shall serve as direct supervisor over one or multiple Accounting/Administrative positions and reports directly to the Administrative Program Director 3. This incumbent must possess an extensive knowledge of DOTD Procurement Policies and Procedures in accordance with Louisiana and Federal guidelines, and DOTD Business Services/Procedures and Procurement Manuals to report and document all activities accomplished. 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.

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, and regulations, as well as DOTD policies, procedures, manuals and directives.

Additionally, the incumbent is required to possess the following specialized knowledge, skills and abilities:

- Must be proficiently skilled in procurement practices with expertise in Fiscal Accounting Code, Systems Applications and Products (SAP), EProcurement (SRM) Supplier Relationship Management, Data Warehouse, LaGov and Microsoft Office Software (Outlook, Excel, and Word)
- Must be proficiently skilled with a working knowledge of SAP including but not limited to the following transaction: MIGO, MIR7, FV60, FV65, FBL1, FBV2, FK03, XK03, FBV2, ME2N, ME23N, ME2L, ML81N, and ZFIPBEC.
- Must possess the ability to maintain confidentiality with regards to personnel, training and productivity records used for Performance Evaluation System (PES).
- Must be skilled in typing, personal computer, fax machine, copier, printers, and phone

75% Job Duties and Responsibilities:

Incumbent serves as the chief procurement specialist for the Business Office as the main buyer in LaGov for six (6) DOTD's Sections 42, 50, 51, 55 (EOC) Emergency Operations, 56 and 70 with Buyer responsibilities. Orchestrates procurement actions while ensuring compliance with the Agency and State Procurement Policies and Procedures in procurement of goods and services. Responsible for ensuring accurate processing of all procurement activities including Contract and Non-Contract purchases supporting six (6) DOTD section's operations.

Initiates the research and development of requisitions for goods and services in accordance with DOTD Procurement Policies and Division of Administration requirements. Confers with Section's Executive Staff and external vendors/contractors to develop quality specifications meeting all fiscal requirements. Coordinates with DOTD Headquarters Procurement officials as needed. Prepares all documentation for DOTD purchasing to process change orders to Purchase Orders and Contracts as needed. Reviews request forms for appropriate authorization prior to inputting the information into SRM for review. Confers with DOTD's Procurement Office and Financial Services to reconcile discrepancies as required.

Develops and implements a systemic approach to creating, modifying and monitoring Purchase Orders and supporting procurement documentation. Utilizes System Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Manager (SRM) systems and spreadsheets/databases to govern, receipt, disbursement, and balance activity with budgetary constraints.

Incumbent receives, prepares and enters invoices from external vendors or contractors for payment on a daily basis; averaging over 1,000 invoices per month for DOTD sections 42, 50, 51, 55 (EOC), 56 and 70. Ensures accurate processing of all payables, which requires the ability to make decisions to ensure coding is consistent with Section's budget allocation and Section policy. Incumbent must maintain role of requisitioner. Accountable for accurate budget reporting by auditing expenditures prior to payment; confirming validity of charges; proper coding- including but not limited to Cost Center, Commitment Item, Plant Maintenance Work Order, WBS Element, etc.; correct vendor name, remit to address, and vendor number; quantity; reviews contract pricing issues; processes non-contract payables (FV60's) via ECC.

Incumbent serves as the chief procurement specialist for six (6) sections processing standard purchase orders, confirming purchase order and emergency purchase orders for Emergency Operations Center (EOC). Possesses working knowledge of DOTD Procurement Policies and Procedures. Possesses working knowledge of Federal contracts/grants as well as an understanding of cost center and commitment item codes.

Incumbent is responsible for processing shopping carts via Confirming Purchase Orders in SRM utilizing external MDM catalogue; required working knowledge of DOTD Procurement Policies and Procedures. Possesses working knowledge of product categories and related coding, as well as an understanding of cost center and commitment item codes. Enters goods receipts via MIGO and reconciles invoice, goods receipt and purchase orders (via ME23N). Processes payments in ECC via transaction codes MIR7 and FV60. Ensures invoice payments are processed within 48 hours of receipt and necessary documents are scanned and electronically forwarded to Financial Services in a timely manner.

On a monthly basis, the incumbent audits and reconciles vendor and contract statements using ECC (FBL1N), ensuring accuracy of payment activity; works directly with vendor/contractor or OSUP, to address errors or omissions. Incumbent refers all lingering contract pricing and invoicing issues to DOTD Procurement using Complaint Form for DOTD Contracts for further review at the HQ's level.

Incumbent is required to prepare reports on a routine basis to assist Administrative Program Director 3 in determining budgetary information on expenditures exceeding routine costs. Assists in managing the budgets and preparing annual budget requests. Creates and maintains GL/Commitment Items using cross walk via Excel spreadsheet to ensure consistent coding. Creates and maintains vendor files by fiscal year and vendor name with payable documents filed in chronological order. Assists in auditing payrolls for our sections.

Coordinates the acquisition of bridge maintenance inventory valued in excess of 2 million dollars, ensuring control measures are in place. This inventory is charged out in Linear Assets System (AGILE) when used and monitored in one physical inventory per year in accordance with DOTD policies and procedures.

20% Administrative Functions:

Responsible for establishing job duties for direct reports and has Signatory Authority for all employees under his/her jurisdiction; including but not limited to leave approval, performance evaluations, and corrective actions. Responsible for supervising (2) Administrative Program Specialist A'S, (1) Accounting Technician and Administrative Coordinator 4. Incumbent serves as the primary assistant to the Administrative Director 3. Assists the Administrative Program Director 3 in administering the daily operation, management, and development for the Business Office.

Requests position postings to fill vacancies, reviews applications, conducts interviews, develops and provides training to subordinates. Prepares Performance Evaluation System expectations, documents the performance of subordinates for annual ratings; schedules appointments for discussing planning, review and rating meetings. Recommends promotions or disciplinary actions and counsels employees. Monitors leave balances of subordinates. Manages all functions of subordinate staff, which includes the support and guidance provided to achieve set priorities and meet customers' needs.

Creates reference manuals or written procedures as the need arises; creates forms in various window based programs. Oversees the security and maintenance of all files for the sections purchasing documents.

Incumbent is responsible for directing the processing of Regional Transit Authority (RTA) annual payments, totaling approximately $6,000,000 annually. Responsible for updating Facilities Exposure Report.

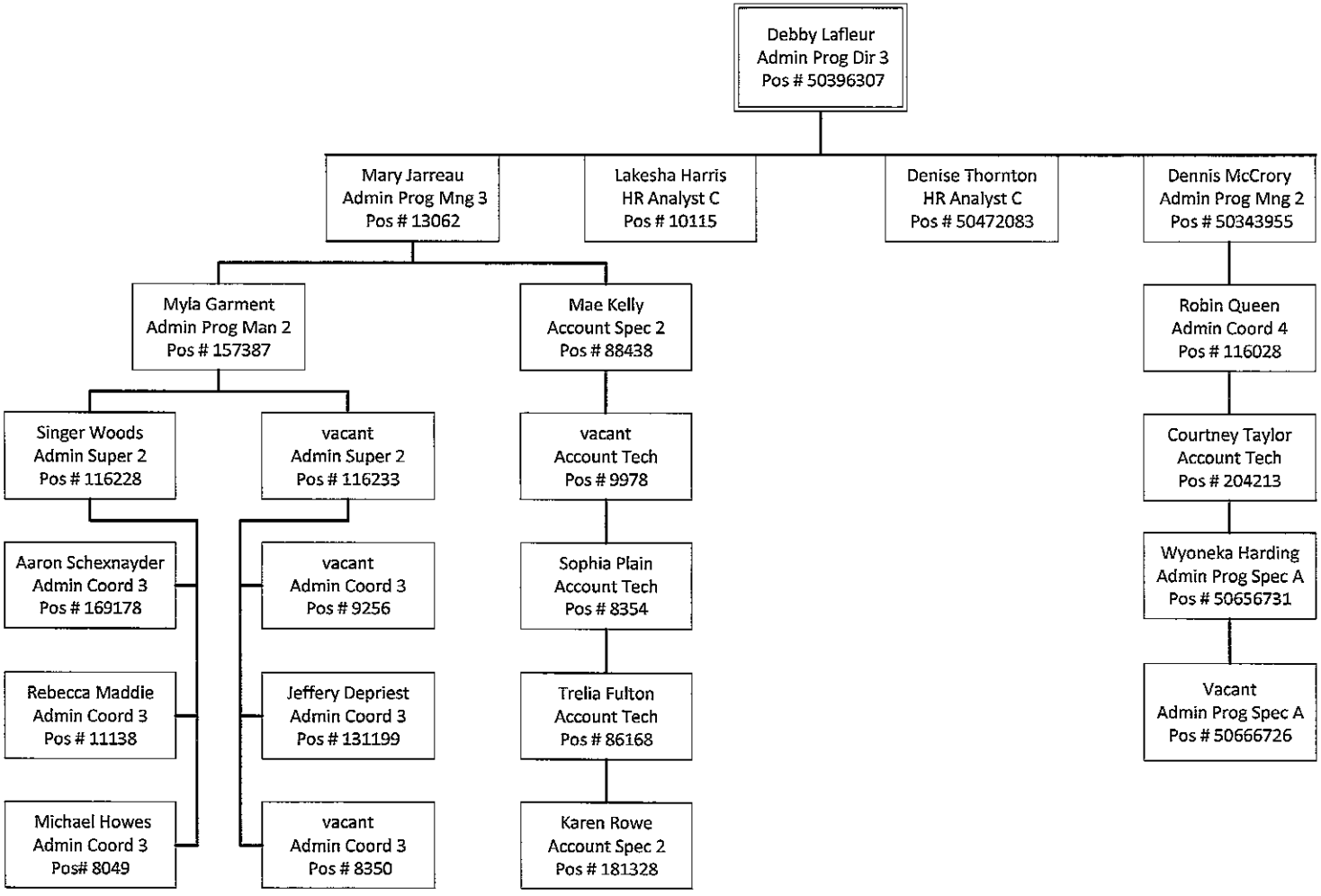
Extracts and prepares HB1 reports from Data Warehouse when required for DOTD's six (6) sections 42, 50, 51, 55 (EOC), 56, and 70 as needed by the executive staff of each section.

Extracts and manipulates information from SAP and prepares report of expenditures as needed by the executive staff of DOTD's six (6) sections, Sections 42, 50, 51, 55 (EOC), 56, and 70. Runs SAP document journal reports monthly to monitor purchase order monthly payments, verifying that report totals reconcile with purchase order monthly files.

Incumbent serves as a direct liaison to vendors and fellow DOTD employees; including but not limited to DOTD's sections 42, 50, 51, 55 (EOC), 56, 70 and in other regional Business Offices, concerning payment information and/or discrepancies. Assist vendors with the OSUP Registration process to ensure successful transition for new vendors. Works directly with Supervisors, Section Heads, OSUP, Financial Services, Procurement, and/or Vendor and Contractor representatives to identify opportunities for improvement and process development to ensure successful administration of Accounting Procedures.

5% Miscellaneous Duties:

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

OFFICE OF OPERATIONS
SECTION 55 / GANG 004

Revised 2/13/23