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:	50396307

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG DIR 3
Job Code:	170660
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/21/2022
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	197651
Consultant:	JCA
Supervisor:	DEZ

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
0276	50396307

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Direcor 3	AS 620	170660
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
Lafleur, Debby	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/Operations/HQ/baton Rouge/EBR/55/004		(225) 379-1539
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Chief Maintenance Engineer 9	50338296	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

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 Debby Lafleur	10/17/22	☒ 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	10/17/22	☒ 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)	10/17/22	☒ 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 Miller / CHIEF MAINT. ENG.		

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:

The overall function of this position is to assist the Chief Maintenance Engineer (Engineer 9-DOTD). As such, the incumbent is the Business Owner with overall responsibility for program administration, implementation, and compliance of the Accounting, Procurement, and Human Resources activities of the HQ Maintenance and Operations, (Sections 42, 45, 50, 51, 52,55, 56, and 70). This position is located in Baton Rouge, as Section 55 of the Department of Transportation and Development and reports directly to the Chief Maintenance Engineer, Engineer 9. The incumbent serves as Appointing Authority for a total staff of 21 with 4 direct reports and 17 in-direct reports. The scope of responsibility includes: Fiscal Management, Budget, Procurement, Payroll, Contracts (including Rentals and Leases), Property Control, Warehousing, Inventory Management, and Records Management. The incumbent manages an Annual Budget in excess of $175 Million dollars, Consumable Inventory in excess of $5 Million dollars, Property Control Assets and Equipment in excess of $31 Million dollars. Incumbent is to ensure compliance with all applicable Federal, State, and Agency Policies and Procedures, including but not limited to, Loss Prevention, Risk Management, Workforce Development, and Property Control.

The incumbent must be self-motivated and be able to perform duties many times with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

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

- Must possess a minimum of a baccalaureate degree plus five years of professional level experience in administrative services; accounting, auditing; purchasing or staff development. Eight (8) years professional experience may be substituted for the degree.
- Must be proficiently skilled with a working knowledge in GAAP, Fiscal Accounting Code, SAP, LaGov, and Microsoft Office software.
- Must be proficiently skilled in typing, personal computer, fax machine, copiers, printers, and use of two-way radio.
- Ability to maintain confidential files on employees, including personnel, training and productivity records used for Performance Evaluation System.

Job Duties & Responsibilities:

75% **Fiscal Management**:
The Administrative Program Director 3 has overall responsibility for the administration of DOTD's Section Budget and Fiscal Management of the Section Business office. Incumbent is responsible for directing and controlling budget activity for the HQ Maintenance and Operations. Responsible for the development, monitoring, and controlling of HQ Maintenance and Operations Budget in excess of $175 Million dollars; ensuring accurate cost accounting, effective utilization of available funding, management of expenses to ensure the HQ Maintenance and Operations operates within Fiscal Year allocation. Prepares budget projection analysis to determine annual budget needs, allocating funds to ensure all Maintenance Sections have sufficient funds to deliver transportation and public works systems that enhances quality of life and facilitates economic growth and recovery.

Incumbent communicates with Chief Maintenance Engineer, Assistant Secretary of Operations, and other HQ Maintenance Section Heads concerning Budget vs. Actual Expenditures, particularly in the areas of salaries, over-time, travel, operating services, supplies, un-numbered equipment, and professional services; ensuring spending is aligned to each Section's business objectives. Administrative Program Director 3 is charged with ensuring the HQ Maintenance Sections operate within 97% of FY budget allocation for non-personnel expenditures. Consults with DOTD Headquarters Budget Office to secure funding as needed for special projects, emergency needs, transfers, etc. Directs Program Supervisor in working with Headquarters Procurement personnel to ensure Contracts are created in SRM, ensuring the availability of goods and services required for successful HQ Maintenance Section operations. Implements and oversees tracking system for monthly expenses, including fuel usage, and cost of utilities; providing analysis and reporting.

Administrative Program Director 3 retains final signatory authority for expenditure documents, including but not limited to approval of Shopping Carts, Purchase Orders, and Accounts Payable documents via LaGov (FBV2, MIR7, FBLN, SRM, etc.); with purchasing authority up to $5000. Confers with Section Letting personnel on Special Projects verifying details and ensuring funding is available and consistent with requirements.

Incumbent has purchasing authority up to $5000 and responsible to ensure compliance with State and Agency procurement policies in the acquisition of all goods. Plans, directs, and oversees procurement of goods and services conducted through the Accounting Office, ensuring adequate levels of material/equipment and/or service availability needed to accomplish the HQ Maintenance Section's mission. Confers and corresponds with suppliers, contractors, and manufacturer to discuss procurement related matters and resolve problems. Directs the operation of the stockroom utilizing ECC; monitoring the transfer of goods between Storage Locations, the transfer of goods between Plants, the issuing of goods as expensed items (MIGO,

MB5B, MB51, MB5T, etc.) and conducting spot audits and an annual physical audit of consumable materials valued in excess of $5 Million dollars. Incumbent assists in the operation of the HQ Maintenance Section's Property Control program through the monitoring of transfer and disposal of controlled property and the annual inventory of all equipment and property, with an overall Acquisition Cost of greater than $31 Million dollars via ECC (ZLO1199, ZL01249, IE07, IL07, etc.). Incumbent is approver for La Carte and Travel Card purchases. Performs Fueltrac audits with Internal Auditor.

Incumbent will develop and implement operating procedures to ensure compliance with Agency, State, and Federal policies and procedures concerning all aspects of the HQ Maintenance Business Office scope of responsibility, including but not limited to Accounting and Procurement.

Administrative Program Director 3 retains approval authority for all post-pay period payroll activity within AGILE, including but not limited to processing of Prior Period Adjustments and approval of work orders. Additionally, incumbent is responsible for the creation, monitoring, and maintenance of shared records (equipment, labor, materials) within the AGILE system. The Administrative Program Director 3 works closely with the LaGov team in identifying enhancements needed within the AGILE system to ensure the Section has the tools needed to monitor performance within the system.

Administers the Contract Maintenance Operating Budget (approximately $22 Million) in coordination with the Maintenance Management Engineer (Section 42) which includes but not limited to the following: Mowing and Litter Contracts, Mowing and Litter Agreements, Guardrail, Attenuator, Signal Agreements, Sweeping Contracts, Cable Barrier etc. This position coordinates with the Districts to transfer funds to the District Budget throughout the year.

20% **ADMINISTRATION**

Develops and/or participates in the development of strategic plans, district goals and objectives, budget development and control, performance indicators, long-term and short-terms objectives, evaluation of efficiencies, measurement and analysis of results achieved, resource allocation, automation and other duties typically associated with financial and business management. Incumbent advises the Chief Maintenance Engineer and HQ Maintenance Section Heads on a wide variety of issues involving the business side of HQ Maintenance operations, including but not limited to Budget, Procurement, and Contractual compliance.

Serves as Appointing Authority for all employees under his/her jurisdiction; may additionally serve as final signatory on various business documents; including but not limited to payroll,

procurement/purchasing, leave, travel, accounts payable/expenditures, Performance Evaluation System and Personnel Actions.

Directs sections' payroll process; analyzing various reports documents to ensure compliance with State and Agency policies and procedures. Responsible to oversee the transmission of payroll data on over 400 employees; auditing data via PTMW, PM and AGILE systems using Transaction Codes including but not limited to ZT09, ZT37, ZT11, ZP97, ZF69, IW32, and AGILE, reports/work orders; ensuring proper costing of payroll expense, and compliance with policies and procedures. Works closely with Maintenance Timekeepers to ensure corrections are submitted accurately and in a timely manner, providing training when and where needed. Incumbent provides data and analysis to Section Management pertaining to over-time/lost-time; and the impact thereof. Ensures Timekeepers are adequately trained in payroll compliance, including but limited to proper coding, FMLA and Workmen's Compensation requirements pertaining to wage earnings.

Develops and maintains an effective working relationship with State and DOTD Headquarters' personnel and officials, ensuring the HQ Maintenance is well represented in meetings, discussions, and trainings. Incumbent must effectively communicate with a diverse group of stakeholders and customers, industry contractors, consultant vendors, and members of the general public. Incumbent is responsible to ensure timely response to requests for information from both internal and external parties; particularly those involving litigation.

Directs the Section's Human Resources staff; ensures personnel actions comply with Federal and State law as well as Agency policies; particularly Civil Service Rules, Family Medical Leave, Overtime Regulations etc. Confirms proper maintenance and retention of employment records including but not limited to active and in-active personnel files; FMLA files; etc. Program Director consults with Headquarters Human Resources staff concerning special projects addressing urgent personnel matters. Assists Chief Maintenance Engineer with Continuity Assurance Program; ensuring identification of and planning for critical positions; forecasting future business needs based on projected attrition and/or retirement.

Incumbent coaches the Administrative Program Mgr. 3 in the management of the HQ Maintenance Accounting Section, including developing and implementation of strategies to ensure the Accounting Section is able to deliver a high level of service to its customers. Observes internal processes to ensure timely and effective processing of all payables, auditing the process as needed to ensure compliance with Agency policies and procedures and identifying opportunities for improvement.

Coordinates with HQ IT for major projects such as implementation of Metro E; works with decision makers in HQ IT and Districts to identify, recommend, develop, implement, and support cost-effective technology solutions for HQ Maintenance operations.

5% OTHER RELATED DUTIES

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

Organizational Chart - up to 5 levels shown for position 50396307

Engineer 9, 50338296

LAFLEUR, DEBORAH A

ADMIN PROGRAM DIRECTOR 3
50396307

- HARRIS, LAKESHA W — HUMAN RESOURCES ANALYST C — 00010115
- **JARREAU, MARY P** — ADMIN PROGRAM MANAGER 3 — 00013062
  - FULTON, TRELIA T — ACCOUNTING TECHNICIAN — 00086168
  - **GARMENT, MYLA J** — ADMIN PROGRAM MANAGER 1 — 00157387
    - **WOODS, SINGER C** — ADMIN SUPERVISOR 2 — 00116228
      - HOWES, MICHAEL R — ADMIN COORDINATOR 3 — 00008049
      - MADDIE, REBECCA B — ADMIN COORDINATOR 3 — 00011138
      - VACANT — ADMIN COORDINATOR 3 — 00169178
    - **VACANT** — ADMIN SUPERVISOR 2 — 00116233
      - DEPRIEST, JEFFERY W — ADMIN COORDINATOR 3 — 00131199
      - LEE, DAVELLE S — ADMIN COORDINATOR 3 — 00008350
      - VACANT — ADMIN COORDINATOR 3 — 00009256
  - KELLY, MAE C — ACCOUNTING TECHNICIAN — 00088438
  - PLAIN, SOPHIA L — ACCOUNTING TECHNICIAN — 00008354
  - ROWE, KAREN D — ACCOUNTING TECHNICIAN — 00181328
  - WASHINGTON, SHARYN — ACCOUNTING TECHNICIAN — 00009978
- THORNTON, DENISE R — HUMAN RESOURCES ANALYST C — 50472083
- **VACANT** — ADMIN PROGRAM MANAGER 1 — 50343955
  - QUEEN, ROBIN R — ADMIN COORDINATOR 4 — 00116028
  - TAYLOR, COURTNEY B — ACCOUNTING TECHNICIAN — 50371209
  - VACANT — ADMIN PROG SPEC A — 50656731
  - VACANT — ACCOUNTING TECHNICIAN — 00204213