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:	50498595

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:	07/17/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	171109
Consultant:	NRB
Supervisor:	ALG

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	50498595

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
Ambeau, Djuna	☒ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
Administration/DOTD - Management & Finance - Budget		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Budget Administrator 3	9944	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
Street, James	122599	Budget Administrator 1/DOTD-Administration
Tanner, Emma	50354181	Budget Administrator 1/DOTD-Administration

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.

EMPLOYEE Djuna Ambeau	DATE 6/12/20	☒ 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	DATE	☒ 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	DATE 6/12/20	☒ 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.
Barbara Aguillard - Budget Admin 3 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.

While in official capacity, DOTD employees must comply with the 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 $1.9 billion dollars (includes $1.2 billion for the Capital Outlay Budget) and approximately 4,260 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 served: 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 has the primary responsibility for managing the Operating Budget Unit, and assisting the Budget Executive Director in directing and overseeing budget development, and in administration and organization of all operating budget activities for DOTD. The incumbent is responsible for directly overseeing the preparation of all operating budget work for the Department. 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 financial system utilized by DOTD.

The incumbent provides functional supervision over DOTD Office staff in carrying out the duties related to all operating budget activities of the Department.

40% Directs the preparation of all budget activities in the LaGov and AFS financial systems for the Department's Operating budget. This includes, but not limited to:

- Analyzes and reviews submitted budgets from various programs, making changes, corrections and/or revisions as necessary to fit the Department's overall plan; prepares budget materials for the Division of Administration and Legislature, along with specific budget materials to the LaGov Team in order to substantiate budget requests, and provides Fiscal Impact Statements when needed.
- Designs and conducts special training for agency personnel to provide uniformity in the budgetary process for Existing Operating, Continuation, New and/or Expanding, Total Request, Information Technology, and Technical/Other Adjustments, along with providing training information on the Fund, Funds Center, and Commitment Item budgetary process for operating budget requests and adjustments during the fiscal year.
- Establishes a timeline for the preparation, submittal and review process of the operating budget documents, which are processed through the DOTD Budget Executive Director position.
- Requires extensive knowledge of both the AFS and LaGov financial systems, along with management skills and the ability to independently apply those skills in order to properly control and implement complex and widely varied 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. Oversees preparation of salary projections and other LaGov and AFS financial database information as requested by Executive Administration.
- Supervises and prepares operating budget adjustments, which can 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 Revenue Budget, Expenditure Budget, and Appropriation Budget adjustments (RBs, EBs, and APs, respectively), along with utilization of Fund Redistribution, Transfers, Supplements, and Returns to accomplish these adjustments within the LaGov system.

15% Provides assistance to the Budget Executive Director in directing and managing operating budget development, and in administration and organization of operating budget activities for DOTD. This includes, but not limited to:

- Compiling budget information as required by the Division of Administration, the Legislative Fiscal Office, the Legislative Auditor, the LaGov Team and Executive Management of DOTD.
- Interpreting policy, procedures and regulations related to budgetary and fiscal matters of the Department.
- Act as the DOTD liaison, for operating budget matters, with the Office of Planning and Budget, House Appropriations staff, Senate Finance staff, Legislative Fiscal Office staff, and Legislative Auditor; providing supplemental budgetary information necessary to evaluate performance data. Advises DOTD Executive Administration of impending issues and potential resolutions.
- Assists with drafting legislation, which includes amendments to the General Appropriations Bill and other bills with a fiscal impact; prepares any pertinent correspondence, reports, analyses, etc., involving complex and sensitive issues affecting the respective agencies.
- Identifies/recommends budget development strategies to ensure maximum appropriation/expenditure authority and flexibility.

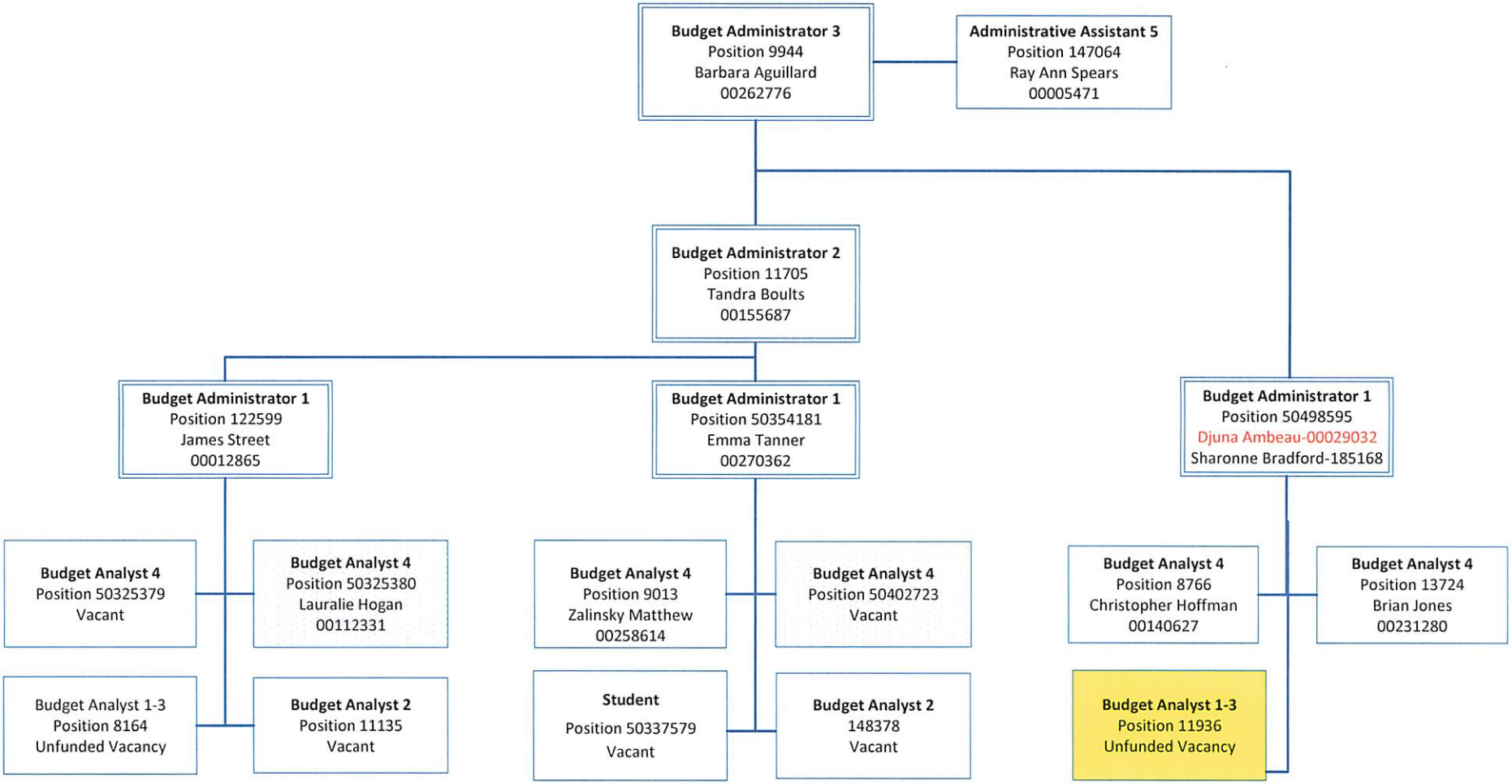
15% Monitors Department operating expenditures and revenues on a continual basis. This is necessary not only to ensure the Department operates within its legally appropriated limits, but also for planning and budget development purposes, along with identifying issues related to reconciling the AFS and LaGov financial systems. This includes, but 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;
- Making recommendations related to overall plans for the Department's operating activities;
- Monitoring agency expenditures and revenues to ensure adherence to approved budget; assesses spending and income patterns to evaluate financial status with respect to projected status; and develops and initiates corrective actions as necessary.

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 information tracking systems identifying program costs.

5% Coordinates efforts on special projects and special requests that must be coordinated at the Department level, for example: testimony for presentation at legislative hearings; responses to requests from the Division of Administration, the Legislature, the Legislative Fiscal Office, Executive Management and others; departmental expenditure analyses; departmental personnel reconciliation requests; establishment of Statistical Internal Orders; and departmental budget requests and adjustments, including adjustments within the Grants Management Module.

5% Available to attend Legislative budget hearings and meetings with officials at all levels of government, including the LaGov Team, Legislators, officials in the Executive Branch, Federal, State, and Local Officials, Private Officials and others such as special interest groups and professional organizations regarding program planning and budgetary services such as funding levels, enhancement and staffing levels, and allocating resources. Also, advises the Office Head 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. 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 on budgetary matters to justify and explain departmental recommendations; defends agencies' budget adjustments and budget requests.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities as a subject matter expert/liaison between the budget section 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 06/12/2020