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:	50569149

Allocation Action:	New Position
Official Allocation:	ADMIN PROG MGR 3
Job Code:	170700
Pay Level:	AS-617
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	04/26/2019
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	157019
Consultant:	KTM
Supervisor:	SAH

POSITION DESCRIPTION

STATECIVILSERVICE

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	

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Manager 3	AS 617	170700
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
ADMIN PROGRAM MANAGER 3	AS-617	170700

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50386797	2764020300 /27600TT102	Lafayette	0050

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
VACANT	☐ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD - Office of Operations - District 03 - Gang 001 - Lafayette Parish (28)		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Administrative Program Director 3	50375725	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

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

5	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: VACANT	DATE	☐ 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: Margaret L. Bourque	DATE: 3/29/19	☒ 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): William J. Oliver Jr PRINT NAME AND TITLE OF APPOINTING AUTHORITY: WILLIAM J. OLIVER JR D03 DEA	DATE: 4/8/19	☑ 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.

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 reports to the Administrative Program Director 3. Manages the administrative programs and support functions for the District. Incumbent is responsible for the District Business Office which supports 421 personnel with an operating budget of approximately $34 million. District 03 maintains 2,252 miles of Federal and State roadways in eight (8) parishes with an inventory of equipment in excess of 400 pieces, of which is responsible for high level work in the following areas: purchasing, payroll, fiscal management, inventory control, budget, property control, records management, data processing, facility management, special projects and contracts. The incumbent ensures compliance with all DOTD policies/procedures, as well as State and Federal Laws/Regulations.

The Administrative Program Manager 3 must be self-motivated, be able to perform duties independently with limited supervision, 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. 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. Additionally, the incumbent is required to possess the following specialized knowledge, skills and abilities:

- Must be proficiently skilled in accounting practices with a working knowledge of Fiscal Accounting Code, Systems Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Management (SRM), LaGov, and Microsoft Office Software.

- Must possess the ability to create and maintain confidential files on employees, including personnel, training, and productivity records used for Performance Evaluation System (PES).

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.

Job Duties & Responsibilities:

60% Budget/Fiscal Management - This position is authorized to sign and conduct budget matters pertaining to District 03. Responsible for daily reconciliation of expenditures against the budget, ensuring the District operates within its allocated funds. Identifies and resolves issues/ discrepancies with Financial Services. Develops and monitors District tracking systems (spreadsheets/databases) in compliance with Operational Directives. Prepares budget projections/analysis for 39 Administrative Units by monitoring expenditures using spreadsheets/databases and LaGov reports. Analyzes historical budget data to identify trends of preparation and submission of annual budget request.

Serves as District's financial subject-matter-expert concerning cost coding for all payable and procurement documents, including, but not limited to Cost Center, Fund, and General Ledger information. Independently manages, approves, signs, and supervises the preparation and transmission of all payment documents; such as, expense accounts, purchase order payables, monthly fuel reports, and contract payables. Manages LaCarte Procurement Card purchases for the District, with secure online access to the online bank system for the distribution of charges. Develops and implements the process/ procedures of procurement and accounts payable sections within the District, ensuring effective and efficient process flow in compliance with Generally Accepted Accounting Principles (GAAP).

Responsible for the establishment and maintenance of internal recording and control procedures involving the collection, evaluation, preparation, reconciliation, processing, and submission of District documents to DOTD Headquarters.

In the absence of the ADA of Business, serves as the approval authority for all post-pay period payroll activity within AGILE/PTMW, including, but not limited to processing of Prior Period Adjustments (PPAs) and approval of work orders.

Implements and monitors District payroll process, including the review and audit of payroll for 421 employees to ensure accuracy and compliance with DOTD, State and Federal guidelines. Responsible to oversee the transmission of payroll data; examining and reviewing payroll via PTMW, Plant Maintenance (PM), and AGILE systems ensuring compliance with Federal Labor Standards Act (FLSA). Collaborates with District Timekeepers and Managers to ensure corrections are submitted accurately and in a timely manner.

30% Procurement/Inventory – Oversee District buyers in the procurement process, ensuring compliance with DOTD Procurement regulations.

Controls the operation, management, receipt, and disbursement of approximately $3.2 million consumable goods. Directs establishment of inventory control measures, ensuring goods and services are receipted and adequately accounted for within District guidelines.

Conducts annual physical inventory of consumable goods. Analyzes and identifies anomalies, making necessary adjustments to bring inventory balance to physical count. Collaborates with District Management ensuring corrective action is taken and control measures are put in place. Directs the use of various reports in LaGov to reconcile the inventory balances throughout the year, working closely with Administrative Units to take corrective action as necessary. Determines optimal inventory levels for planned work.

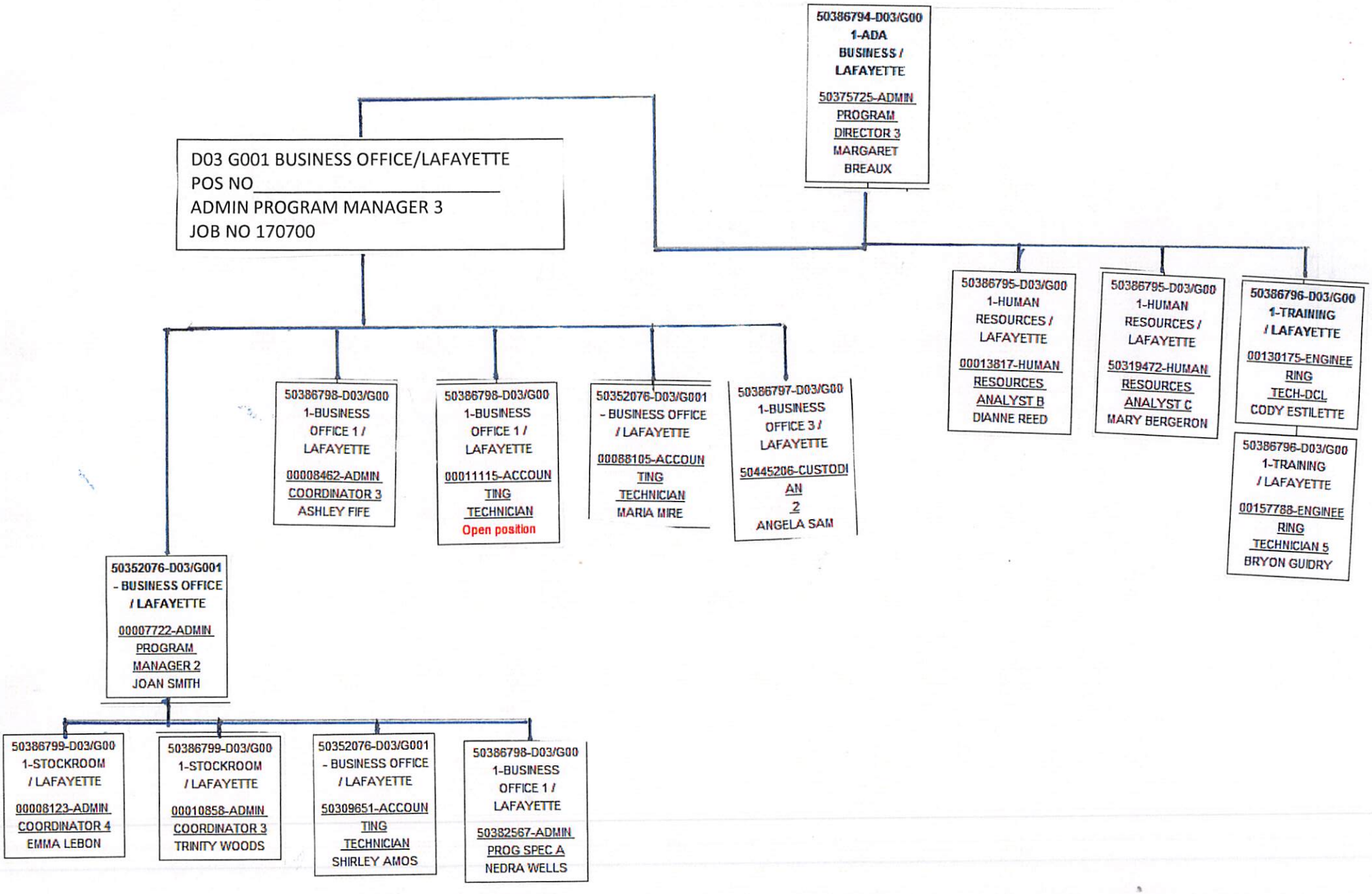
Oversees and establishes property control inventory procedures and ensures that district property is managed in a proper fashion. Analyzes and identifies anomalies, giving direction and ensuring control measures are implemented. Will work with property manager to ensure administrative units follow set standards. Collaborates with District Management ensuring control measures are implemented.

5% Administrative – Serves as Signatory Authority as required and is responsible for the administration of District Switchboard functions. Incumbent is accountable to ensure the security of buildings and grounds at the District Headquarters Complex during non-working hours.

Responsible for providing adequate training opportunities for assigned District personnel, concerning procurement, payables, and payroll processes as defined in Agency Policy and Procedure, and Business Manuals.

5% Miscellaneous Duties – May be required to perform other duties as necessary including, but not limited to, emergency/ disaster support activities, Worker's Compensation, and FMLA.

50386794-D03/G001-ADA BUSINESS / LAFAYETTE



Fax: (337) 262-6260
Cell: (337) 580-2905
EMail: bill.oliver@la.gov

From: Margaret Breaux
Sent: Friday, December 14, 2018 10:58 AM
To: Bill Oliver <Bill.Oliver@LA.GOV>
Subject: New position

I would like to request permission to create an Administrative Manager 3 in the Business Office. This position will be critical within the next few years as I prepare to retire. As I see it, it is crucial to the smooth transition of the Business Office as I move on, Thank you for your consideration.

Margaret L Breaux
ADA-Business, District 03
Lafayette, LA
(337) 262-6106

Lynn Reed

Subject: FW: New position

From: Bill Oliver <Bill.Oliver@LA.GOV>
Sent: Friday, December 14, 2018 2:49 PM
To: Margaret Breaux <Margaret.Breaux@LA.GOV>; Lynn Reed <Lynn.Reed@LA.GOV>; Mary Bergeron <Mary.Bergeron@LA.GOV>
Subject: FW: New position

FYI

Bill Oliver, P.E.
District Engineer Administrator
428 Hugh Wallis Road
Lafayette, Louisiana 70508
Office: (337) 262-6101
Fax: (337) 262-6260
Cell: (337) 580-2905
EMail: bill.oliver@la.gov

From: Vince Latino
Sent: Friday, December 14, 2018 2:49 PM
To: Bill Oliver <Bill.Oliver@LA.GOV>
Subject: RE: New position

approved

Thanks

Vincent Latino Jr., P.E.
Assistant Secretary of Operations
Office - 225-379-1553

From: Bill Oliver
Sent: Friday, December 14, 2018 2:46 PM
To: Vince Latino <Vince.Latino@LA.GOV>
Subject: FW: New position

Vince,

We would like to create the Admin Manager 3 position in the business office to provide oversight over our purchasing and accounting. The position had been vacated a few years ago and we have been trying to get to staff level for some time. Thanks.

Bill Oliver, P.E.
District Engineer Administrator
428 Hugh Wallis Road
Lafayette, Louisiana 70508
Office: (337) 262-6101

From:	Barry Keeling
To:	Michelle Sanders
Cc:	Susan Pellegrin; Mary E. Thomas (DOTD)
Subject:	RE: Approval needed - New Position request - Re-establishment of Abolished position D03
Date:	Friday, April 26, 2019 8:07:01 AM
Attachments:	image002.png image005.png

Michelle I concur with your recommendation.

Barry D. Keeling
Undersecretary
Department of Transportation and Development
Cell: 504 909-3940
Office: 225 379-1270

From: Michelle Sanders
Sent: Wednesday, April 24, 2019 10:14 AM
To: Barry Keeling <Barry.Keeling@la.gov>
Cc: Susan Pellegrin <Susan.Pellegrin@LA.GOV>; Mary E. Thomas (DOTD) <Mary.Thomas2@la.gov>
Subject: FW: Approval needed - New Position request - Re-establishment of Abolished position D03
Importance: High

Barry,

I have reviewed the request of D03 to create a new Administrative Program Manager 3 position. There are no negative impacts to the creation of this position and the duties support the requested title. I recommend that the position description be sent to SCS for review and creation. Your favorable consideration and approval is greatly appreciated. Thank you.

Michelle Sanders,
HR Compensation and Staffing Unit Manager
Department of Transportation and Development
Office: 225-379-1288 Fax: 225-379-1856
Michelle.Sanders@la.gov

From: Mary E. Thomas (DOTD)
Sent: Thursday, April 11, 2019 10:03 AM

To: Michelle Hughes (DOTD) <Michelle.Hughes2@LA.GOV>; Michelle Sanders <Michelle.Sanders@LA.GOV>
Subject: Approval needed - New Position request - Re-establishment of Abolished position D03
Importance: High

For Barry's review and approval:

District 03 is requesting to re-establish the Administrative Program Manager 3 position (P# 89893). Effective March 16, 2017, this position was abolished in District 03 as part of ACT 557 clean-up. District 03 did not intend for the position to be abolished as they needed the position, but were having difficulties filling it. They would like to re-establish it for filling at this time.

-

This position will supervise the same 5 subordinates it did previously and the structure meets allocation criteria. The creation of this position will not cause any adverse impact on any other positions. The position has the same duties as it did prior to being abolished (refer to SF-3s provided). The reporting structure will be identical to what it was prior to the abolishment of the position. The position will report to the Administrative Program Director 3 (P# 50375725) as it did previously. The duties of this position are similar to what they were previously with some minor adjustments (see request attached). Other Districts are set up similarly.

District 03 is under their T.O. by 1. The span of control is currently 1:6 creating this position will decrease back to 1:4.33.

Human Resources recommends re-creating the position as requested to manage the Business Office by providing oversight over purchasing and accounting for District 03.

Thank you,

--
Mary E. Thomas
HR Compensation Specialist
Louisiana Department of Transportation (DOTD)
1201 Capitol Access Road, Room 301G
Baton Rouge, LA 70802
(225) 379-1291 Ext. 31291
Fax: (225) 379-1856
Email: Mary.E.Thomas@la.gov