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:	8406

Allocation Action:	Affirmed
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:	10/03/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	209238
Consultant:	AD
Supervisor:	KLC

STATECIVILSERVICE

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
0700	8406

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Manager 2	AS 615	170690
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	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
Manuel, Carilla	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD: Office of Operations: District 07: Unit 001: Lake Charles: Calcasieu PH (10)		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Administrative Program Manager 3	115980	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

6	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		☐ 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		☐ 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)	9/29/23	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY: Danielle B. Cokran ASA of Business		

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 in one of DOTD's nine (9) District offices. Incumbent serves as the primary assistant to the Administrative Program Mgr 3 and the ADA of Business 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 Procurement specialist for the District 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. This incumbent must possess an extensive knowledge of DOTD Procurement Policies and Procedures in accordance with Louisiana and Federal guideline, 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:

1. Must be proficiently skilled in procurement practices with expertise in Fiscal Accounting Code, Systems Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Management (SRM), LaGov, and Microsoft Office software.
2. Must be skilled in typing, personal computer, fax machine, copier, printers, phone, and the use of a two-way radio.
3. Must possess the ability to maintain confidentiality with regards to personnel, training and productivity records used for Performance Evaluation System (PES).

Job Duties & Responsibilities:

75% Procurement/Perpetual Inventory

Incumbent serves as the chief procurement specialist for the District, orchestrating procurement actions while ensuring compliance with all District, Agency, and State Procurement Policies and Procedures in the procurement of goods and services. Responsible for ensuring accurate processing of all procurement activities including Contract and Non-Contract purchases, supporting District 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 District executive staff and external contractors/vendors to develop quality specifications meeting all fiscal requirements. Coordinates with Headquarter Procurement officials as needed.

Develops and implements a systematic 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 within budgetary constraints.

Coordinates acquisition of stockroom inventory of the District Stockroom, which consists of 100 consumable inventory items valued in excess of $ 125,000. Ensuring control measures are in place to monitor the movement of inventory and non-inventory items between the Stockroom and 25 Administrative Units throughout the District. Incumbent will audit stockroom inventories as instructed and conduct one physical inventory per year; ensuring stockroom inventory movement is compliant with District and Agency policies/procedures.

Reconciles the acquisition of supplies/parts used in the daily operation of the District Parts Store, including contract and non-contract repair and replacement parts used in the maintenance of 300 plus pieces of equipment within the District. Resolves issues concerning State contracts, authorized dealers, and external vendors.

Incumbent may be responsible for the supervision of the front desk receptionist and after-hour Guards of the District HQ Complex; including the establishment and implementation of policies and procedures to ensure 24-hour operations of the Complex. Ensures the security of buildings and grounds during non-working hours including but not limited to taking and directing complaints from the general public as well as law enforcement officials. This includes the after-hours guard contract for the District HQ complex.

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.

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 the Administrative Program Specialist A, Custodian 2, Administrative Coordinator 3 and Guard positions.

Incumbent is required to prepare complex statistical spreadsheets on a routine basis to assist management in determining procurement information supplied to District Heads on acquisitions for each Administrative Unit. Creates and updates spreadsheet of pending and current acquisitions. Recommends inventory levels and associated expenditures in preparation of budget forecast.

5% Miscellaneous Duties:

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

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☐ E

☐ This position has the following special requirements:

SPECIAL PAY / WORKING CONDITIONS

☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☐ This position is considered Disaster Essential

☐ This position has other special pay/working conditions:

District 07 Business Office