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:	13928

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:	09/14/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182806
Consultant:	WPA
Supervisor:	DBA

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
0276	13928

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)
50386828	Bossier Parish	Reg/Leav5110010	☒ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER
2764010401				

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
Conly, Regina	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD - Office of Operations - District 04/Unit 001 / Bossier Parish		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
Aministrative Program Manager 3	7237	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

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	8/26/2021	☒ 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	8/26/2021	☒ 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)	8/26/2021	☒ 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		

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 Manager 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 judgement 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 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. 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 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 with budgetary constraints.

Directs through the2209 Administrative Coordinator 4, the operation of the District Warehouse, which consists of approximately 136 consumable inventory items, valued in Excess of $65K. Ensuring control measures are in place to monitor the movement of inventory and non-inventory items between the District Warehouse and 27 Administrative Units throughout the District. Incumbent will audit warehouse inventories as instructed or minimum of one per quarter and conduct one physical inventory per year; ensuring warehouse inventory movements is compliant with District and Agency policies and procedures.

Incumbent may be responsible for the supervision of the District Guard Security contract, where applicable, managing the security of the District HQ Complex; including the establishment and 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.

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.

Point of contact for vendors providing outside services, including but not limited to maintenance of the District HQ HVAC unit, elevators (as applicable), alarm systems, and other support services.

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 spreadsheets of pending and current acquisitions. Recommends inventory levels and associated expenditures in preparation of the budget forecasts.

5 % Other Related Duties

May perform additional duties as directed by the Appointing Authority, including but not limited to emergency/disaster support activities.

50386828-D04/G001-BUSINESS OFFICE / BOSSIER CITY

-D04/G001-BUSINESS OFFICE / BOS
013928-ADMIN PROGRAM MANAGEI
REGINA CONLY Pers# 00278828
AS-615 Job# 00170690

-D04/G001-BUSINESS OFFICE / BOS
50559495-ADMIN COORDINATOR 3
PEPPER TEW Pers# 00338039
AS-609 Job# 00168060

-D04/G001-BUSINESS OFFICE / BOS
50480573-ADMIN PROG SPEC A
SUSAN KING Pers# 00247722
AS-613 Job# 00168090

30-D04/G001-BUSINESS OFFICE 2 / B
00012416-ADMIN COORDINATOR 4
TERESA ADKISON Pers# 00312737
AS-611 Job# 00168070

30-D04/G001-BUSINESS OFFICE 2 / B
50381753-ADMIN COORDINATOR 4
STEPHANIE SHILLING Pers# 00329379
AS-611 Job# 00168070