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:	0273 - DOTD-Administration
Position Number:	8770

Allocation Action:	Job Correction
Official Allocation:	PROC DIR
Job Code:	174190
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/06/2021
Position Audited:	No
Audit Date:	
Comments:	Job correction to Procurement Director.

Log Number:	183475
Consultant:	JMH
Supervisor:	NJT

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
07001 273	00008770

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Procurement Director 4 (Exempt)	AS622	165020

REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE
Procurement Director	AS622	174190

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
Kennison, Julie	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD, Office of Management and Finance, Section 14, Unit 001; Baton Rouge, LA EBR Parish	(225) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Deputy Undersecretary 3	00010639	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

2	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)	9/30/21	☒ 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.
Don C. Johnson Deputy Undersecretary 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 is located in the Procurement Unit of the Department of Transportation and Development (DOTD). DOTD is one of the largest state departments with a budget of approximately $1.7 billion dollars (includes $1.2 billion for the Capital Outlay Budget) and approximately 4,300 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 we serve: customers, public officials and colleagues.

The incumbent serves as Procurement Director and Chief Purchasing Agent for the Department of Transportation and Development. This position differs from other levels of Procurement Director by the presence of responsibility for the purchase of commodities which are exempt from the state purchasing office and regulations of the commissioner in accordance with Revised Statute RS 39: 1572 and Revised Statute RS 48: 131. Additionally, the incumbent serves as an expert consultant to the Department Secretary in the promulgation of regulations governing procurement of materials and supplies that will become a component part of any road, highway, bridge or appurtenance thereto in accordance with Revised Statute RS 39: 1581. Moreover, recommends revisions to promulgated regulations and recommends changes in legislation regarding procurement related matters. In addition, administers and directs activities associated with the preparation of original contracts for professional services and execution of Request for Proposal's under Title 39. DOTD Procurement supports the mission of DOTD by providing services that enable the success of all DOTD agencies, offices, and programs.

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.

The specific duties of this position include, but are not limited to the following:

70% Directs the administration of the centralized procurement program for DOTD statewide, which includes but is not limited to:

- The purchase of commodities, which are exempt from the state purchasing office in accordance with Revised Statute RS 39: 1572. The procurement of exempt commodities is an unlimited purchasing authority.
- The administration of the warehousing and inventory control program for DOTD
- Directs the administration of the statewide surplus property control program for DOTD. Responsible for the transfer and disposal of surplus property, including tracking reimbursement of all monetary transfers from the Division of Administration. May direct the sale of select surplus property.
- Reviews current and long-range programs and directs central procurement staff activities to facilitate uniform statewide purchasing controls which include reviewing judgments made by districts and sections within the department, including the authority to set policies, change procedures and override decisions made by department personnel.
- Directs the development, evaluation and implementation of procedures to determine need for revisions and formulates and establishes policies and procedures to improve efficiency and economy at the department.
- Provides assistance to the Deputy Undersecretary, Undersecretary, and/or the Secretary in monitoring and reporting on all contracts for materials, supplies, equipment and certain services awarded by the Department of Transportation and Development.
- Develops department contractual and interagency agreement policies, forms, and procedures, and assists all department personnel in the negotiation of contracts with prospective contractors. Directs the review and analysis of statistical trends to determine if contract renewals are in the best budgetary interest of the DOTD.
- Meets with department personnel and officials regarding matters relating to the procurement process and confers and corresponds with suppliers, contractors, and manufacturers to resolve problems and discuss procurement related matters.
- Monitors the negotiation process between the project coordinator and the consultant for the establishment of fees for contracts.
- Oversees the procurement of commodities that may be partially or fully funded by federal programs such as FEMA and/or FHWA, ensuring the procurement is in accordance with the regulations in order for the funds to be granted. Additionally, oversees the procurement of commodities that must comply with federal guidelines and nationally recognized standards including the MUTCD, AASHTO, and ANSI ensuring that the specifications and evaluation process conform with these guidelines.

- Directs and administers the development and monitoring of original contracts for professional services and amendments to all types of contract documents (i.e. grants, agreements, invoices, advertisements, RFP's) assigning work to staff, providing guidance and interpretations as needed, and ensuring that all necessary requirements are in place.
- Oversees statewide compliance with state and/or federal laws and regulations; Ensures compliance by ensuring that all state laws, administrative codes, revised statutes, and department policies and procedures pertaining to related programs are adequately explained, interpreted, and followed by all department employees.
- Plans, prepares, and implements strategic long and short-term goals and objectives of the section and or program.
- This position is responsible for program budget development as well as determining the need for personnel, materials, supplies and equipment for DOTD's Procurement Section.

15% Develops and implements procedures to adequately monitor the centralized procurement program and operations on a continual basis. This is necessary not only to ensure the Department operates within its funded appropriations but also for planning and budget development purposes, along with identifying issues related to reconciling and data analysis within the LAGov ERP SRM Module. This includes, but is not limited to:

- Conducting analytical queries of data in the SRM Module of LAGov;
- Serves as Procurement Security Administrator for the SRM Module of LA Gov
- Initiates/Approves changes requests related to the DOTD Procurement Office and reviews/approves other SRM change requests in the SRM Module of LA Gov.
- Directs the development, planning, testing and control of the department specific statewide purchasing related inventory, property and warehousing systems.
- Directs the preparation and revision to the department purchasing manual.
- Directs and administers all activities involving the Procurement Section Intranet Web Page as well as the specification data base for procurement related DOTD Specifications for the Department of Transportation and Development.
- Directs the agency's operational planning, strategic planning, and performance reporting.

10% Performs all supervisory duties concerning subordinate staff, including PPRs; and directs the training of statewide department employees in the SRM Module and other automated systems as they relate to procurement and warehousing.

Coordinates efforts on special projects and special requests that must be coordinated at the Department level, for example, ability to provide responses to requests from the Division of Administration, the Legislature, the Legislative Fiscal Office, Executive Management and others related to departmental procurement data analyses.

Available to attend Legislative budget hearings and meetings with officials at all levels of government, including the LaGov Team, regarding procurement related matters; available to participate in negotiations with Legislators, officials in the Executive Branch, Federal, State, and Local Officials, Private Officials and others such as special interest groups and professional organizations regarding the centralized procurement program. Represents agency and program(s) on task forces, commissions, and/or national, regional, state, and/or local committees.

5% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. Organizes, schedules, and coordinates all statewide procurement related tasks to support the Department of Transportation and Development's assigned ESF functions during a declared emergency. Evaluates preparedness and response efforts of staff.

Section 14 – Procurement Organizational Chart

P# 10639
Deputy Undersecretary 3

KENNISON, JULIE J

PROCUREMENT DIRECTOR
00008770

FONTENOT, JENNIFER T

PROCUREMENT MANAGER
00010648

- MCCOY, LAURA T — PROCUREMENT ANALYST 2 — 00183671
- SACHSE, MATTIE E — PROCUREMENT SPECIALIST — 50530457
- SMITH, ALICE D — PROCUREMENT SPECIALIST — 50411483
- STALLONE, ADRIAN — PROCUREMENT SPECIALIST — 50455628

KING, TARAH Y

PROCUREMENT SUPERVISOR
50310784

- LAMBERT, TIFFANY C — PROCUREMENT SPECIALIST — 00175301
- STEWART, HALEY — STUDENT — 50389714