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:	14093

Allocation Action:	Affirmed
Official Allocation:	AUDIT DIRECTOR 3
Job Code:	171410
Pay Level:	AS-624
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/22/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	183094
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
0700/0273	14093

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Audit Director 3	AS-624	171410
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
St. Cyr, Mark	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/OMF/Section 31-Audit		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Deputy Undersecretary	10639	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) Don C Johnson Don C. Johnson Deputy Undersecretary PRINT NAME AND TITLE OF APPOINTING AUTHORITY	9/17/21	☒ 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.

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 serves as the Chief Auditor for the Department. Provides direction and oversight over the Audit and Quality Control, Section 31. The Section performs external audits and reviews for various DOTD Districts and Sections. Works closely with the Department Internal Auditor and Investigator to stay abreast of other identified issues. Serves as the Department point of contact for Legislative Auditor or other external agencies to coordinate Department's response to issues and to provide follow-up until recommendations are implemented.

While in an 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.

Duties and Responsibilities:

60% Directs the external audit function that conduct audits and reviews on the records and activities of consultant engineering firms, utility and pipeline companies, railroad , and other entities that deal with the Department. The US General Accounting Office Standards are used as a basis of work. The purpose of this work is to ascertain overhead cost rates, labor expenses, validity of cost allocations, reliability of the accounting and internal control system involved, and the accuracy of the costs charged to the Department on various types of projects. Oversees program of review of entities that receive federal pass through funds from the Department. These are a review of financial reports prepared by independent CPA firms that determines and reports on the compliance with OMB Circular A- 133 requirements. Monitors progress of assignments to assure timely completion of work and uses this information in evaluating the relevance and accuracy of the annual performance plans and appraisals prepared for subordinate positions.

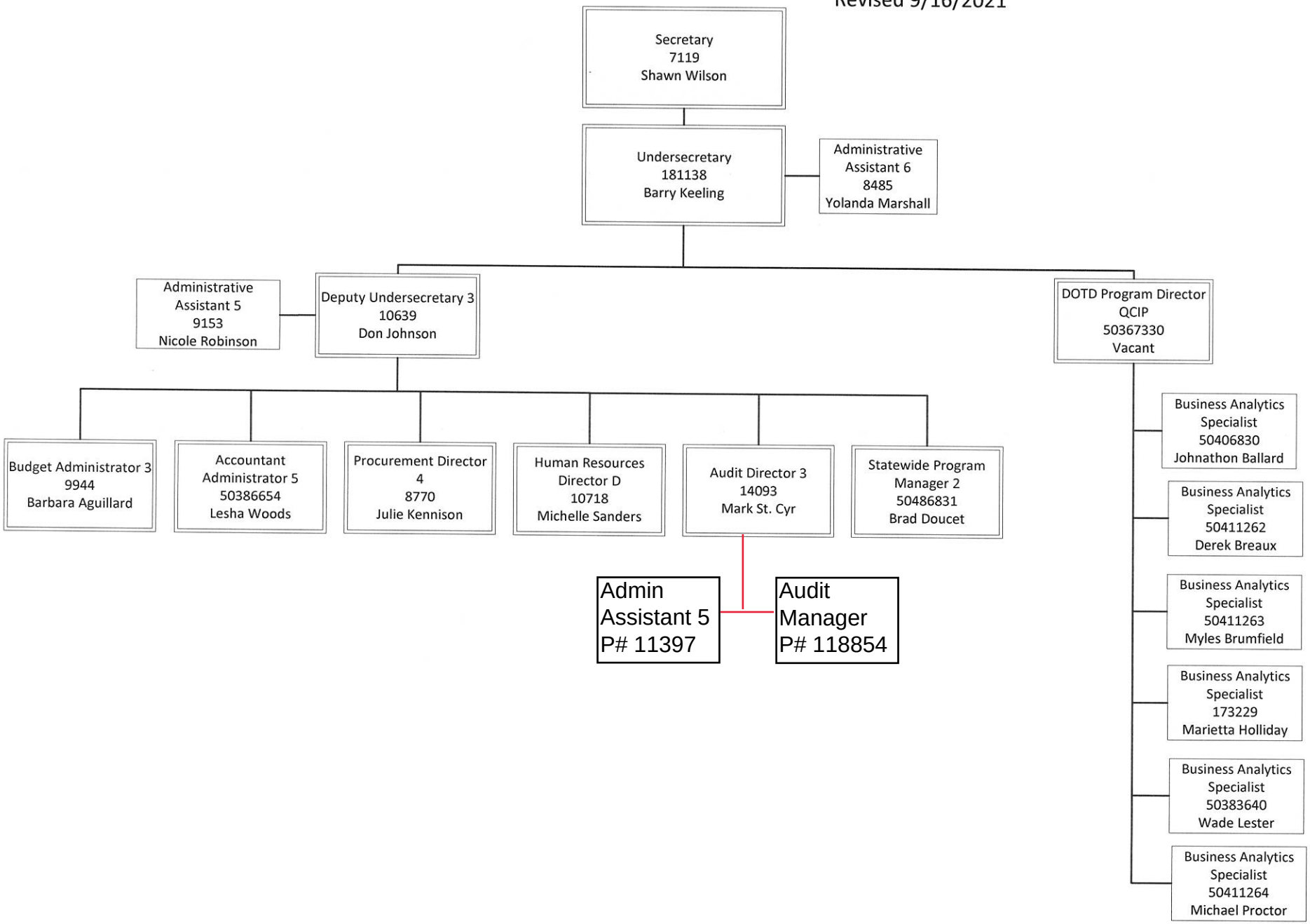
20% Serves as agency point of contact for external auditor and entities. Serves as coordinator for the Department on the annual review of the agency's (DOTD, LTA) operations and any related work performed by the Office of The Legislative Auditor. Develop reports of assurance to be signed by Executive Management (Secretary, Undersecretary) provided to the Office of the Legislative Auditor. Meets and corresponds with management and personnel of the Department, as well as representatives from federal funding agencies, involved in programs undergoing audit/review. Develops, implements, and directs a program to ensure open audit issues are followed up on and addressed, and reports results to the Audit Review Committee.

5% Coordinates with an internal audit function that, using U.S. General Accounting Office standards, that conducts audits and review on various selected areas of the Department to verify that Department policies and procedures are being followed and adhered to. This work provides Department executives with information relating to possible weaknesses in the internal controls system, protection of assets from theft and misappropriation, and operational inefficiencies.

5% Review new standards and techniques of the audit field to determine the impact of how these topic might be used in audit plan and programs. Establishes audit policies and procedures to ensure that the Section's work complies with any legal or regulatory requirements as well as legal standards.

5% Participates in conferences, conventions and training sessions to maintain personal competency and stay abreast of changes in both the audit and compliance fields. Evaluate and recommends training for subordinate personnel to enhance and increase the competence of these positions and provide support for their advancement.

5% May be required to perform other duties as necessary, including, but not limited to, emergency/disaster support activities.

Office of Management and Finance

Revised 9/16/2021