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: | 13804 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| 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: | 06/12/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 205107 |
| Consultant: | KS |
| Supervisor: | AD |

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 |
|---|---|
| 0700/0276 | 13804 |

| 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 | AS617 | 170700 |
| **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<br>☐ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Newman, Shandalynn | ☒ Yes ☐ No | Jennifer Mizzell |
| **AGENCY/DEPARTMENT – OFFICE – DIVISION** | | **HUMAN RESOURCES TELEPHONE** |
| DOTD/Operations/District 58/Unit 001/Chase/Franklin Parish/21 | | ( 225 ) 379-1902 |
| **OFFICIAL TITLE OF SUPERVISOR** | **DIRECT SUPERVISOR'S POSITION NUMBER** | **HUMAN RESOURCES EMAIL** |
| Administrative Program Director 3 | 50375929 | 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

| 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 | DATE 6/9/2023 | ☒ I certify that the information in this document is true and correct to the best of my knowledge.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR | DATE | ☒ I certify that I agree with this document.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| APPOINTING AUTHORITY (Required)<br>Jay Collins<br>District Administrator<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | DATE 6/9/2023 | ☒ I certify that I agree with this document.<br>☐ 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.

Administrative Program Manager 3

**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 7 personnel with an operating budget of $21,867,650.00. District 58 maintains 1427 miles of Federal and State roadways in six (6) Parishes with an inventory of equipment in excess of 800 pieces. 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.

**Job Duties & Responsibilities:**

60% This position is authorized to sign and conduct budget matters pertaining to District 58. 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 46 Administrative Units by monitoring expenditures using spreadsheets/databases and LaGov reports. Analyzes historical budget data to identify trends for 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 for 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 approximately 3600 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 220 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% Oversees District Buyers in the procurement process, ensuring compliance with DOTD Procurement regulations.

Controls the operation, management, receipt, and disbursement of approximately $1,600,000 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.

Serves as Property Manager responsible for the management of Property Control items (over $1,000) valued at $26,360,060 for the District. Establishes a standardized procedure for thorough recording, tagging, and tracking items by location. Conducts at least one physical inventory of all Property Control items annually. Collaborates with District Management ensuring control measures are implemented. Directs the disposition of surplus property and the transfer of property.

5% 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% May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities. May be subpoenaed as requested by DOTD legal Counsel. 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.

100%

# DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
## SF-3 ROUTING SLIP/CHECKLIST

**TO:** Jennifer Mizzell

HQ HUMAN RESOURCES

**FROM:** Sandra Graham

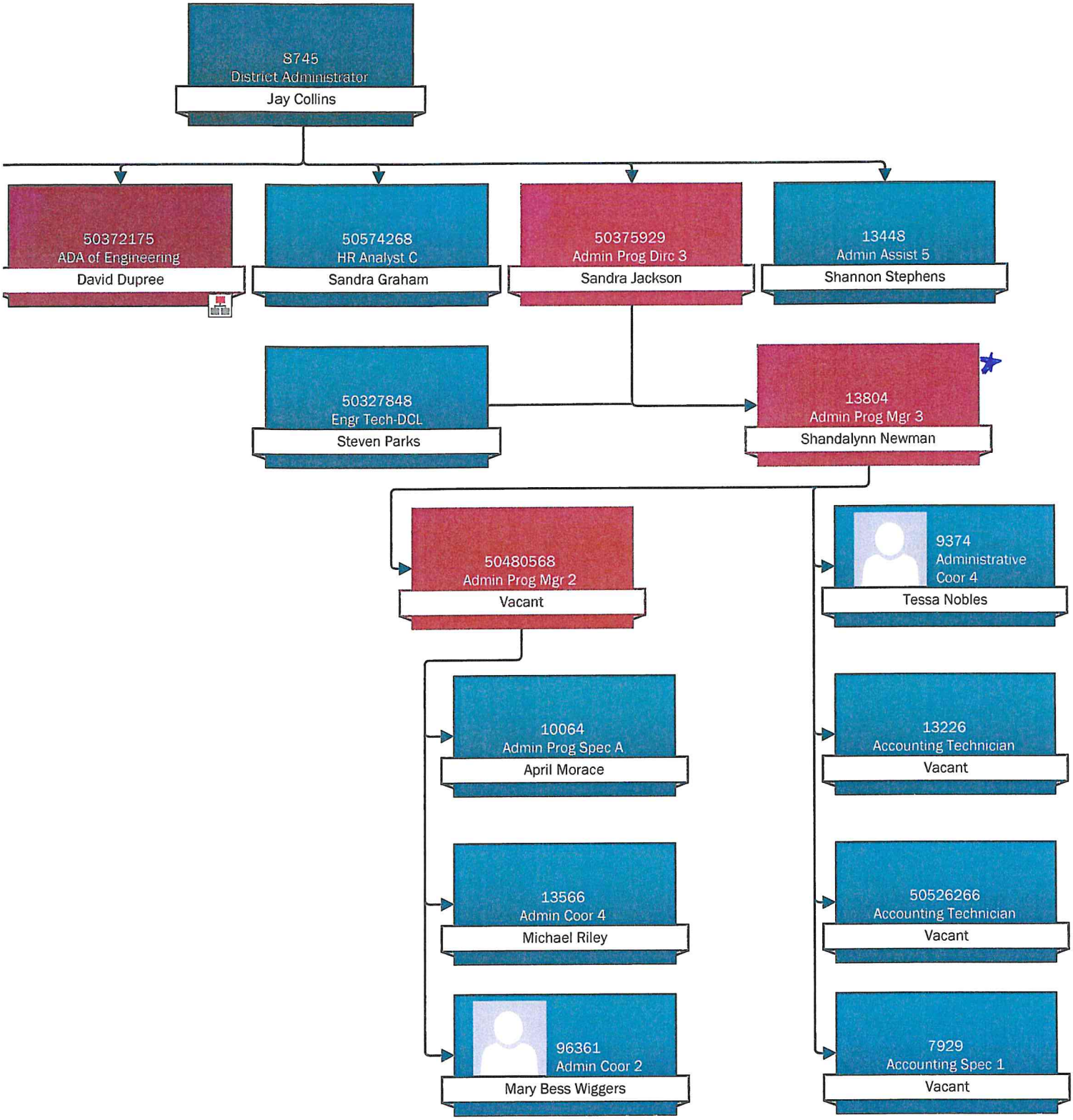
**DISTRICT/SECTION:** District 58

STAMP IN DATE:

| DISTRICT HR CHECKLIST | | HQ HR CHECKLIST |
|---|---|---|
| ☑ | SF-3 has been signed and dated. **ALL SF-3s MUST BE SIGNED AND DATED BY THE APPOINTING AUTHORITY WITHIN 60 DAYS OF SUBMITTAL TO HR!** | ☐ |
| ☐ | If an Agency or Employee Appeal, please ensure that the incumbent meets the minimum qualifications for the requested job title; check box on page 1. Be sure to submit an updated Employment Application and Non-Competitive Action Authorization form to the Staffing Unit if employee reallocation is being requested. Employee reallocation is not automatic upon position reallocation. | ☐ |
| ☐ | If included, titles of comparative positions should be the same as requested job title. *Comparative positions are **not** necessary; list these only when appealing to a different allocation and other positions exist which have the same or very similar duties as the position being appealed.* | ☐ |
| ☑ | Job duty percentages must total 100%. | ☐ |
| ☑ | Attach updated organizational chart! Org charts should indicate correct position numbers, incumbent names, Civil Service job titles, and pay levels (AS-, TS-, WS-). All positions, even non-supervisory, need district/section/gang identified on the attached organizational chart. If position is supervisory, item 5, Supervisor Elements, should be completed and should match organizational chart attached. **DO NOT COMPLETE ITEM 5 IF POSITION IS NOT A DIRECT SUPERVISOR!** | ☐ |
| ☑ | Complete form SF-3A; move any special requirements of the position, currently listed in the function statement in the job description, to this form (if applicable) and attach to the SF-3. | ☐ |

**If submitting an SF-3 Update, please indicate reasons for update below:(You may also use this space to provide any other special instructions or comments.)**

Updating to reflect org chart change


8745
District Administrator
Jay Collins
50372175
ADA of Engineering
David Dupree
50574268
HR Analyst C
Sandra Graham
50375929
Admin Prog Dirc 3
Sandra Jackson
13448
Admin Assist 5
Shannon Stephens
50327848
Engr Tech-DCL
Steven Parks
13804
Admin Prog Mgr 3
Shandalynn Newman
50480568
Admin Prog Mgr 2
Vacant
9374
Administrative Coor 4
Tessa Nobles
10064
Admin Prog Spec A
April Morace
13226
Accounting Technician
Vacant
13566
Admin Coor 4
Michael Riley
50526266
Accounting Technician
Vacant
96361
Admin Coor 2
Mary Bess Wiggers
7929
Accounting Spec 1
Vacant