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:	10648

Allocation Action:	Job Correction
Official Allocation:	PROC MGR
Job Code:	174180
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	09/06/2021
Position Audited:	No
Audit Date:	
Comments:	Job correction to Proc Mgr. Manages procurement functions and serves as primary assistant to the Procurement Director.

Log Number:	183478
Consultant:	JMH
Supervisor:	NJT

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATECIVILSERVICE

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: 07001 273	POSITION NUMBER: 010648
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Procurement Manager 2 - Exempt	CURRENT PAY LEVEL: AS620	CURRENT OFFICIAL JOB CODE: 165060
REQUESTED OFFICIAL JOB TITLE: Procurement Manager	REQUESTED PAY LEVEL: AS620	REQUESTED OFFICIAL JOB CODE: 174180

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: Fontenot, Jennifer	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD, Office of Management and Finance, Section 14, Unit 001; Baton Rouge, LA EBR Parish		HUMAN RESOURCES TELEPHONE: (225) 379-1291
OFFICIAL TITLE OF SUPERVISOR: Procurement Director	DIRECT SUPERVISOR'S POSITION NUMBER: 00008770	HUMAN RESOURCES EMAIL: 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.

EMPLOYEE	DATE	☐ 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	DATE	☐ 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) Julie Kennison, Procurement Director PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 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.

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.

Serves as Assistant Director and Chief Administrative Advisor to the DOTD Procurement Director. The incumbent has been delegated as an appointing authority for the DOTD Procurement Section and acts as the Procurement Director for the Department of Transportation and Development in the absence of the DOTD Procurement Director with full authority and without limitations. In the absence of the DOTD Procurement Director, the incumbent assumes the role of Chief Purchasing Agent for the DOTD on all matters pertaining to the promulgation of rules and regulations that govern the procurement of materials and supplies that will become a component part of any road, highway, bridge or appurtenance thereto. Assists in the management and control of all phases of operations and programs within the Procurement Section and assists in the administration of various statewide programs including procurement, inventory control, surplus property, and contractual service contracts. 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.

30%	This position serves as the assistant to the DOTD Procurement Director. Incumbent has unlimited purchasing authority as well as sole signature authority over the purchase of OSP exempt commodities, including contracts and statewide DOTD contracts, some of which range in annual cost from one million to ten million dollars. Incumbent assists the DOTD Procurement Director with the administrative functions of the central purchasing office by analyzing work activities, overseeing special projects; planning, developing and implementing all operational policies and procedures for the DOTD, which is partially exempt from the Division of Administration's Office of State Purchasing and the Rules of the Commissioner in accordance with the Louisiana Revised Statutes, Title 39:1572 and Title 48:131. Additional responsibilities include reviewing pertinent legislation to determine what effect said legislation may have on the DOTD procurement program as well as reviewing and recommending changes to the rules and regulations promulgated by the DOTD Secretary. Assists the DOTD Procurement Director with determining and implementing strategic plans and goals for the DOTD Procurement Section. This position is responsible for budget development as well as determining the need for personnel, materials, supplies and equipment for DOTD's Procurement Section.
25%	Incumbent formulates, directs and is held accountable for the management of one or more Procurement Teams. Supervises a staff of DOTD Procurement Analyst(s)/Specialist(s) that are actively engaged in the procurement of materials and supplies for the DOTD. Reviews and approves all awards made by subordinate DOTD Procurement Analyst(s)/Specialist(s), which include analyzing findings to determine compliance relative to Federal and State Laws and Department Policy. Establishes priorities and work standards of subordinate DOTD Procurement Analyst(s)/Specialist(s) in order to assure that the Departments' goals and objectives are met and ensures that laws, policies, procedures, rules and regulations pertaining to the purchase of materials, supplies, equipment and services are adequately explained and interpreted by the Procurement Staff and sound budgetary recommendations were made. Incumbent serves as administrative manager and is held accountable for directing the purchase of materials and supplies that will become a component part of any road, highway, bridge or appurtenance thereto without limitation and directs the purchase of non-exempt commodities according to the rules regulations, Statutes and Codes associated with the DOTD's unlimited delegated purchasing authority. 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. Additionally, incumbent serves as administrative manager and is held accountable for the DOTD's compliance with all Louisiana Revised Statutes, Administrative Codes and Executive Orders as well as Division of Administration directives and DOTD policies and procedures.
10%	Incumbent is responsible and held accountable for maintaining and improving the Department's procurement related standards through continued training, counseling and personnel evaluation. Participates in training, conferences and other continuing education programs to ensure the continued professional procurement development of section staff members. As delegated appointing authority for the DOTD's Procurement Section, incumbent is responsible for personnel activities to include employment, termination, merit increases, reallocations, job descriptions, performance evaluations, disciplinary actions and grievance procedures. The incumbent is held accountable for maintaining and improving staff standards through continued training and counseling.

10%	Incumbent develops standards, formulates internal policies and implements complex procurement programs statewide for the DOTD. Serves as technical consultant and procurement expert to the DOTD Procurement Director, DOTD Secretary, DOTD Undersecretary and/or DOTD Deputy Undersecretary. Advises the Procurement Director on administrative and programmatic problems within the DOTD and recommends corrective action. Evaluates the effectiveness of the assigned program areas; recommends and implements necessary changes. Confers, corresponds and conducts meetings with officials, executives and managers from State government and Public Entities to explain and clarify procurements procedures, policies and rules and regulations. Incumbent resolves issues, which require a high degree of procurement related knowledge to ensure compliance with procurement laws and DOTD policy. Advises the Undersecretary and the following executive staff, as instructed by the Undersecretary: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff. In addition, if determined to be necessary by the aforementioned executive staff, the incumbent may provide expert testimony before deliberative bodies such as legislative committees or meet with high level state officials.
10%	Develops, implements and enforces audit standards for the DOTD's procurement activities. Develops and recommends policies, procedures, and long and short-range goals relative to programs managed. Analyzes and evaluates policy and procedural changes, applies broad policies to operational plans of action and resolves operational administrative problems as they occur. Directs the maintenance of the DOTD Procurement Manual and training procedures and conducts statewide training based on State laws as well as DOTD policies and procedures. Provides close regulatory supervision over all DOTD offices statewide by providing direction, training and guidance in problem resolution concerning contracts or projects in procurement, surplus property and inventory control. Reviews and approves and/or disapproves decisions made involving purchases which exceed a Districts or Section's delegated purchasing authority. Serves as hearing officer for the DOTD in contract controversies and is held responsible for the thorough investigation of any alleged procurement irregularities.
5%	Directs the development of approximately 240 contractual service contracts and monitors approximately 340 contractual service contracts. Has sole signature authority for the execution of all contractual service contracts awarded by the DOTD and has final authority for the termination of any contract. Directs the review and analysis of statistical trends to determine if contract renewals are in the best budgetary interest of the DOTD. Approves renewals of contract that are exempt from State Purchasing and the Regulations of the Commissioner of Administration in accordance with Revised Statute RS 39:1572. Reviews, approves and/or disapproves all requests for proprietary or sole source purchases made by the DOTD. Serves as assistant to the Procurement Director and is authorized to approve emergency purchases of exempt commodities without limitation and of unlimited dollar amount.
5%	Conducts and/or supervises the training of statewide DOTD personnel in eProcurement (SRM) and other automated systems as they relate to the DOTD's statewide procurement and inventory control. May serve as liaison between eProcurement (SRM), the Division of Administration's Office of State Purchasing and the Department of Transportation & Development. Incumbent is responsible and accountable for problem resolution in addition to the interface between systems. Assists in management and maintenance of DOTD's Purchasing Inventory. Assists in the maintenance of all procurement activities in the various programs within DOTD, including but not limited to, eProcurement (SRM), Core Components (ECC), SAP Payroll, ETRN and any other systems that concern either procurement, inventory control and/or surplus property control.
5%	Serves as the subject matter expert on Procurement related activities and as such, functions as a liaison between Procurement and DOTD's Emergency Response Section. At their direction, is responsible for procurement related tasks to support the Department of Transportation and Development's assigned ESF functions during a declared emergency. In addition, the Procurement Section, within the Office of Management and Finance of the Department of Transportation and Development, has been designated high alert during declared emergencies and non-emergency weather closures. Other duties as assigned.

Section 14 – Procurement Organizational Chart

KENNISON, JULIE J

PROCUREMENT DIRECTOR
00008770

FONTENOT, JENNIFER T

PROCUREMENT MANAGER
00010648

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

KING, TARAH Y

PROCUREMENT SUPERVISOR
50310784

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