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:	82932

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:	09/13/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	208505
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: 0700/0276	POSITION NUMBER: 82932
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Administrative Program Manager 3	CURRENT PAY LEVEL: AS-617	CURRENT OFFICIAL JOB CODE: 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 ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST: Davis, Shuntel	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD/OFFICE OF OPERATIONS/DISTRICT 08/UNIT 001/ALEXANDRIA/RAPIDES (40)		HUMAN RESOURCES TELEPHONE: (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR: Administrative Program Director 3	DIRECT SUPERVISOR'S POSITION NUMBER: 50375928	HUMAN RESOURCES EMAIL: 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

3	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.
Paige Glenn APPOINTING AUTHORITY (Required)	DATE 9/6/2023	☒ 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.
Paige Glenn, Adm. Prog. Dir. 3 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:

The overall function of this position is the primary business assistant to the Administrative Program Director 3 and, under broad supervision, is responsible for high level administrative work in the following areas: **Budget, Purchasing, Fiscal Management, Inventory/Property Control, Human Resources, Contracts, Rentals and Leases, Facility Maintenance, Records Management, Telecommunications, Special Projects and other variable functions.** The operating budget for the District is approximately $25 million annually. The District has 326 employees, one (1) moveable bridge, 664 pieces of equipment, of which 348 are licensed equipment and 2,627 road miles of highway to maintain. This position is located in District 08, Unit 001, in the Business Office of the Department of Transportation and Development and reports directly to the Administrative Program Director 3. This position is responsible for the direct supervision of Business Office employees, which consists of one Administrative Program Manager 2, one Administrative Coordinator IV and one Administrative Coordinator III, and is the indirect supervisor of one Accounting Technician and one Administrative Coordinator IV. The incumbent must be self-motivated and be able to perform duties many times without supervision or with minimal supervision and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks. While in the 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.

20% **Budget**

Assist the ADA of Business in the preparation of budget projection analysis by monitoring and tracking expenditures and ensuring proper coding and in reviewing previous year's budget to identify comparative budget trends for a surplus/deficit by using biweekly inventory reports in preparation of budget analysis.

Assist the ADA of Business in making annual budget recommendations to the District Engineer Administrator and District Staff for detailed, accurate and timely budget preparation in order to meet the future needs of the District and prepares and submits documentation to the DOTD Budget Office in the event of projected funding shortages or overages in any line item based on spending patterns.

Assist the ADA of Business in the reconciliation of monthly budget reports, verifying expenditures for salaries, overtime, operating services, supplies, unnumbered equipment and professional services to insure that expenditures are being made within budgetary limitations and in distributing expenditure reports to District Staff.

Assist the ADA of Business in gathering data to track budget expenditures using a computerized budget system, preparing and distributing budget status reports to District Staff that lists expenditures by authorization comparing percentage of time elapsed to the percentage of money spent. This budget report is used for budget preparation in subsequent fiscal years.

Assist the ADA of Business in reviewing expenditure request, determining nature and validity of requests, determining availability of funds, analyzing feasibility and in prioritizing requests.

Responsible for maintaining funding and tracking expenditures, in Travel and Project Expenses, to insure that expenditures are being made within budgetary authority.

20% Purchasing

With signature authority, purchases goods, services, repairs to equipment or parts to repair equipment within the non-contract purchasing authority of $5,000.00.

Direct the use of proper codes, in the LaGov System, for all purchases of material and supplies. Has signature authority for Shopping Carts, Contract and Non-Contract Purchase Orders, FV60's, Goods Receipts, Petty Cash Receipts, Petty Cash Checks, etc. Responsible for coordinating through DOTD Procurement Section, OTM and DOA Purchasing Agents, to secure goods and services within DOA and DOTD Policies and Procedures.

Initiates and directs the purchases of material and contractual services as required by the District (i.e. hot mix, cold mix, fuel, herbicides, repair parts, striping paint, signs and bridge material), through the Intra/Internet system maintained by State Purchasing. Purchasing authority for items purchased through these methods is limited by budget constraints only.

Responsible for securing justification correspondence concerning emergency purchases and any special correspondence regarding the purchase of materials, supplies, and services. Consult with District Supervisors, DOTD Procurement Director and DOA Purchasing Agents in the preparation of contracts and technical specifications.

20% Fiscal Management & Contracts

Manage seven (7) Maintenance Mowing Contracts valued at $1,391,807.00 annually; 30 City Maintenance Mowing Contracts valued at $118,260.00 annually and various Special Highway Maintenance Projects valued at approximately $850,000.00 annually. Prepare Purchase Orders in SAP under E-Procurement module to encumber funds to budget and track monies by project number, verify expenditures and ensure validity and proper coding. Pre-audit invoices from vendors and compare them to the contracts to submit for payment.

Manage the travel budget valued at approximately $30,000.00 annually and track all travel by cost center on an excel report and provide District Staff with travel budget balances and changes in travel regulations and ensure that requested travel expenses meet established Louisiana Travel Guidelines established by the DOA and DOTD.

Direct the establishment and maintenance of internal recording and control procedures involving the collection, evaluation, processing preparation, submission and reconciliation of District documents to DOTD Headquarters.

Direct, approve and supervise the preparation and transmission of all payment documents such as MIR7's, FV60's, Expense Accounts and Petty Cash without additional signatures.

Direct the disbursement of Petty Cash and reconciliation of Petty Cash documents for correct coding and signatures. The Petty Cash account has an annual budget of approximately $63,000.00. Direct the deposits for reimbursement, balancing of checkbook and reconciling of the bank statement.

Manages the P-Card and T-Card Statements of Card Holders within the District and approves all purchases made on the P-Card.

Direct the transmission of payrolls for 326 employees in the District. Supervises the PTMW, Agile and Plant Maintenance payroll modules in SAP to record equipment usage, material usage, regular and overtime worked for the District. Directs the review and post-audit of payrolls that may generate Prior Period Adjustments to pay and or leave. Responsible for keeping management and employees apprised of existing and new payroll procedures and problems as set forth by the Secretary's Policy and Procedures Memorandum.

Assist the ADA of Business in preparing, negotiating, developing and implementing specifications and terms of Medical Services Contracts and other Professional Services Contracts such as Janitorial, Security, Water Coolers, Copiers, Mail Room Equipment and Cell Phone Service and supervises payment of these contracts. Communicate directly with Custodial and Security Staff regarding compliance with terms and conditions of contract.

10% Inventory/Stockroom

Direct the operation, management, receipt and disbursement of approximately $3,539,958.00 of consumable goods such as herbicides, bridge material, sand, gravel, culverts, fuel, signs, etc. Direct the establishment of inventory control by using historical data from program records to set minimum and maximum balances for inventory control. Direct the use of various reports in SAP under the ECC Module to reconcile inventory balances throughout the year. Directs and is responsible for at least one annual physical inventory of consumable goods as mandated by the DOTD Audit Section. Responsible for review of all discrepancies, determines and makes necessary adjustments to bring inventory balance to physical count.

Direct the operation of a District Stockroom/Warehouse that receive, store and distribute 267 material numbered items valued at approximately $41,635.00 of supplies such as tires, batteries, engineering, office and safety supplies.

10% Property Control

Directs the management of approximately 956 property control items for a total value of approximately $1,226,507.00 which include lap tops, laser printers, specialized tools, lawn maintenance and shop equipment, etc. Establish and direct a standardized procedure of property control for the District through recording, tagging and tracking items by location. Responsible for one physical inventory of all property control items per year. Responsible for notifying proper authorities of any inventory audit discrepancies, and in directing that the necessary paperwork is prepared to correct discrepancies.

Directs and determines whether property is deemed surplus. Direct the disposition of surplus property as either being reusable or scrap. Direct the preparation of Asset Transfer Transmittal for surplus/obsolete material.

Direct the management of approximately $1,170,000 in small tool and accountable items, such as power tools, office furniture, hand tools, engineering supplies, personal computers, etc. (the value of each of these items is less than $1000.00 per item). Direct at least one annual physical inventory as mandated by the Business Services and Procedures Manual.

10% Human Resources

Direct and conduct the Performance Planning and Rating sessions for all Business Office Employees. Recommends personnel actions, such as hiring, firing, promotions, merit increases, disciplinary actions, etc. for Business Office Personnel.

Direct and supervise the claims with FARA for Workman's Compensation and the preparation and completion of documentation related to personal injury claims required for accidents or incidents allowing claims to be filed. Directs the preparation of the necessary documentation for the reimbursement of leave, and advise employees of present claim status. Advise management personnel of policy and procedures on Risk Management.

Direct the coordination of documentation for Family Leave and ensure that employees requesting Family Leave qualify under the Secretary's Policies and Procedures and the FMLA Act. Advise management personnel of policy and procedures.

5% **Variable Functions**

A. **Records Management** – Directs and supervises the maintenance of all Business Office files and related records as set forth in the Business Services and Procedures Manual. Directs the maintenance of all district records for accounts payable, payroll completed projects and correspondence, assigning storage authorization number, contents of storage container and date of destruction.

B. **Insurance** – Direct the coordination of claims with FARA for equipment damage, building damage, road hazard claims and windshield breakage claims made by the traveling public. Direct the coordination of necessary repairs to equipment and other property losses or damage.

C. **Telecommunications** – Direct the monitoring of two DOTD issued cell phones for excessive use and approve invoices for payment.

D. **Special Projects:**

1. Direct the operation of the Switchboard and radio functions that involve routing all incoming calls, coordinating district activities between personnel via a two-way radio and logging all incoming calls within a computerized logging system.
2. Direct the incoming and outgoing district mail operation that includes, date stamping, sorting, routing, applying postage and assembling mail.
3. Make at least one (1) annual visit to all Maintenance Units.
4. Attend and participate in the bi-weekly staff meetings, with the District Staff, in the absence of the ADA of Business.
5. Attend and participate in the statewide meetings with Department Business Personnel and various DOTD Headquarters Personnel as required. Information is presented and discussed to help maintain and coordinate business procedures uniformly throughout DOTD.

5% **Other**

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

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3A)

If the position has specific requirements (shift work, driver's license, other special requirements), assigned special pay, and/or unique working conditions, please complete and attach this form to the official position description. If this form is not used, however, these requirements must be documented in Item 8, Job Duties and Responsibilities, of the official position description.

POSITION SPECIFIC REQUIRMENTS

☐ This position requires a driver's license: ☐ A/B/C ☐ D ☐ E

☐ This position has the following special requirements:
See Attachment

SPECIAL PAY / WORKING CONDITIONS

☐ This position requires shift work: ☐ Night ☐ Evening ☐ Rotating

☐ There is on-call pay for this position:

☐ There is a base supplement for this position (list percentage):

☐ This position is considered Disaster Essential

☐ This position has other special pay/working conditions:

The incumbent is required to possess the following knowledge and skills:

- Understanding of DOTD Policies & Procedures (i.e. Business Services & Procedures Manual, Secretary's Policy & Procedures Memorandum, DOA Policies, State & Federal Laws and Regulations. Insure that necessary parts, materials, supplies and support services are available throughout the District which is comprised of seven (7) parishes.

- Communicate with persons outside the Department on a daily basis which may include various DOA personnel, FARA, Vendors and Contractors at all levels, City and Parish Officials and the general public. Persons contacted within the Department on a daily basis may include Budget personnel, Purchasing personnel, Financial Services personnel, Audit personnel, Human Resources personnel, Legal personnel, Maintenance personnel and Operations personnel.

- Possess knowledge of budget Management, because of the difficulty in planning and anticipating District needs within limited budget constraints, the distribution of funds and monitoring of expenses in separate line items and in providing the Administrative Staff with current budget information so priorities can be determined based on availability of funds.

- Possess knowledge of purchasing, because of the complex purchasing rules and regulations that we are mandated to abide by under the authority of numerous LA Statutes, Executive Orders and Administrative Codes.

- Possess understanding of Fiscal Management, because of the extensive knowledge and level of authority required in SAP to generate various reports and to approve, complete and correct accounts payable information in ECC, payroll information in ECC and various work order information in Agile Assets.

- Possess vast knowledge of SAP and be able to navigate through the intra/internet on a personal computer.

Organizational Chart - up to 5 levels shown for position 50375928

GLENN, PAIGE A
ADMIN PROGRAM DIRECTOR 3
50375928

- BROOKS, BENETRUS N — HUMAN RESOURCES ANALYST C — 50638380
- **DAVIS, SHUNTEL M** — ADMIN PROGRAM MANAGER 3 — 00082932
  - COLEMAN, JAMILA M — ADMIN COORDINATOR 4 — 50364613
  - **ROLLINS, SANDRA B** — ADMIN PROGRAM MANAGER 2 — 00011925
    - TOWNSEND, CHRISTINA A — ACCOUNTING TECHNICIAN — 50560208
    - WOODRUFF, JENNIFER J — ADMIN COORDINATOR 4 — 00009161
  - TOWNSEND, LACIE N — ADMIN COORDINATOR 3 — 00010099
- DEAL, ROSA M — HUMAN RESOURCES ANALYST C — 00085010
- METOYER, GLENDA F — HUMAN RESOURCES ANALYST C — 50342427

District/Section Appointing Authorities Org Chart (PDF File)