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:	13062

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:	01/24/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	199385
Consultant:	JCA
Supervisor:	DEZ

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
276	13062

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	AS-617	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
JARREAU, MARY P	☒ Yes ☐ No	JENNIFER MIZZELL
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/OPERATIONS HQ/BATON ROUGE/EBR/55/004		(225) 379-1902
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
ADMINISTRATIVE PROGRAM DIRECTOR 3	50396307	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
WANDA JARREAU	8920	ADMINISTRATIVE PROGRAM MANAGER 3
ASHLEY FIFE	50569149	ADMINISTRATIVE PROGRAM MANAGER 3

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

6	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 MJarreau	1/19/23	☒ 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 Ashley Fife	1/19/23	☒ 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) Dave M. Miller	1/23/2023	☒ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY DAVID MILLER / CHIEF MAINT. ENG		

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 (Business Manager)

Function Statement:

The overall function of this position is to manage the administrative programs and support functions for the Engineering & Operations, Traffic Operations (45) and Central Repair Shop (42) Business Offices. This position is located in Section 55 Unit 004 of the Department of Transportation and Development and reports directly to the Administrative Program Director 3 (Assistant District Administrator of Business). The incumbent must be self-motivated and be able to perform duties independently and also be able to interpret unforeseen conditions as they may arise. The incumbent will participate in appropriate DOTD structured training programs as appropriate and attend all continuing education classes and conferences deemed necessary to facilitate the performance of required tasks.

The incumbent is required to possess the following specialized knowledge, skills, abilities, as well as to maintain the following licensing and operate the following equipment:

Must be proficiently skilled in accounting practices with a working knowledge of Fiscal Accounting Code, Systems Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Management (SRM), LaGov, and Microsoft Office software.

- Must possess the ability to create and maintain confidential files on employees, including personnel, training, and productivity records used for Performance Evaluation System (PES).

Job Duties & Responsibilities:

50% Budget/Fiscal Management

This position is authorized to sign and conduct budget matters pertaining to Section 42 and Section 45. Responsible for daily reconciliation of expenditures against the budget, ensuring the Section 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. Assists with budget projections/analysis for 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, and monthly fuel reports. 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, and processing of over 4,000 District documents.

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 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.

40% Procurement/Inventory

Oversees the daily operation of the Statewide Central Warehouse, and supervises Admin Program Mgr. 1 Buyer in the procurement process, ensuring compliance with DOTD Procurement regulations.

Controls the operation, management, receipt, and disbursement of consumable goods. Directs establishment of inventory control measures, ensuring goods and services are receipted and adequately accounted for within District guidelines.

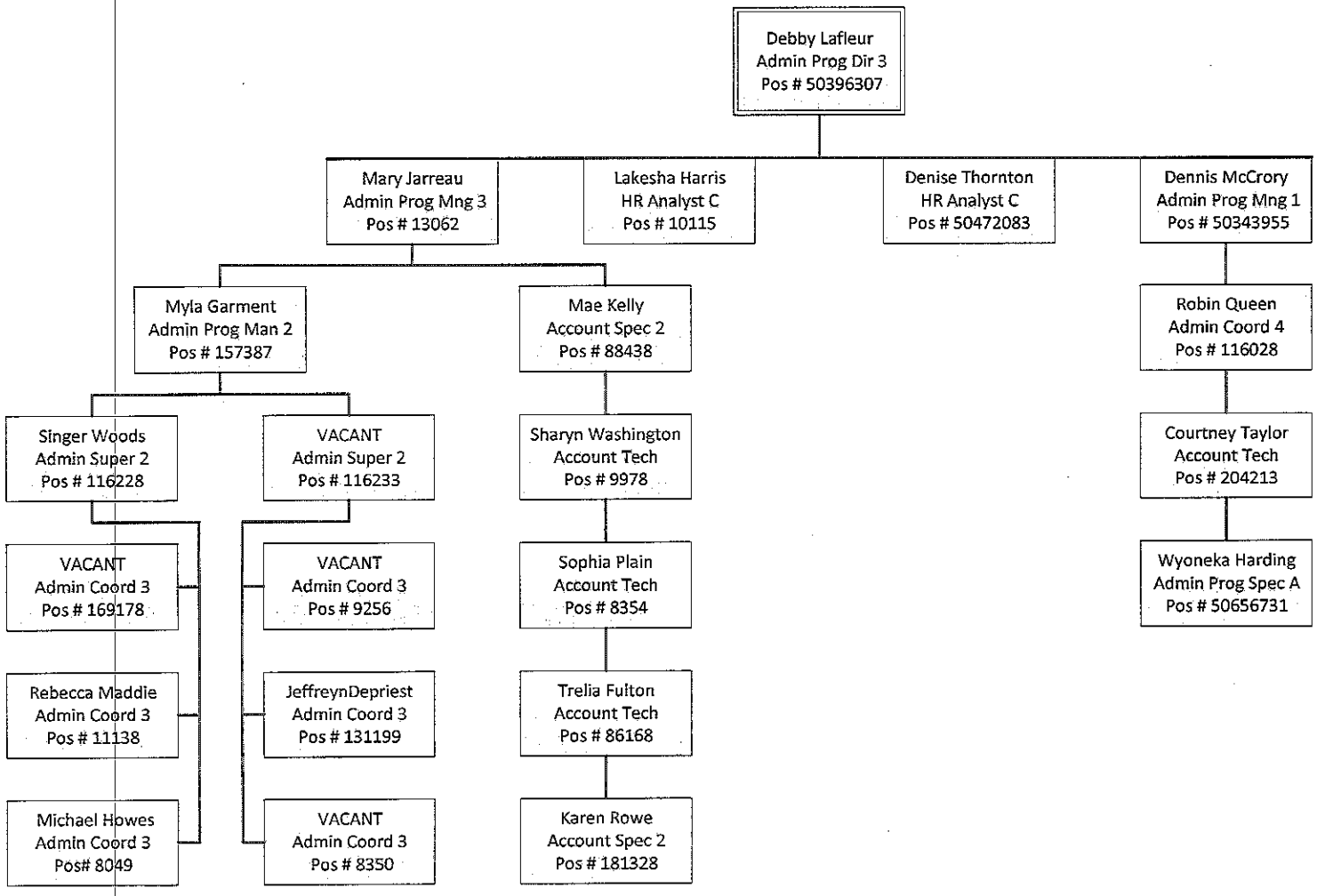
Conducts annual physical inventory of consumable goods. Analyzes and identifies anomalies, making necessary adjustments to bring inventory balance to physical count. Collaborates with District Management ensuring corrective action is taken and control measures are put in place. Directs the use of various 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.

5% Administrative

Serves as Signatory Authority as required and is 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% Miscellaneous Duties

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

OFFICE OF OPERATIONS
SECTION 55 /UNIT 004

Revised 01/19/2023