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: | 11925 |

| | |
|---|---|
| Allocation Action: | Affirmed |
| Official Allocation: | ADMIN PROG MGR 2 |
| Job Code: | 170690 |
| Pay Level: | AS-615 |
| Delegated: | No |
| Career Progression Group: | No |
| Master Job Description: | No |
| Effective Date: | 08/25/2020 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | Resubmit upon vacancy. |

| | |
|---|---|
| Log Number: | 172247 |
| Consultant: | NRB |
| Supervisor: | ALG |

STATECIVILSERVICE

# POSITION DESCRIPTION

Form Revision Date: 11/2016

COMPENSATION DIVISION
DEPARTMENT OF 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 | 11925 |

| CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION) | CURRENT PAY LEVEL | CURRENT OFFICIAL JOB CODE |
|---|---|---|
| Administrative Program Manager 2 | AS615 | 170690 |
| 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 | COST CENTER NUMBER /FUND | WORK PARISH | PERSONNEL SUBAREA |
|---|---|---|---|
| | | | |

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Rollins, Sandra | ☒ Yes ☐ No | Jennifer Mizzell |
| AGENCY/DEPARTMENT – OFFICE – DIVISION | | HUMAN RESOURCES TELEPHONE |
| DOTD/ Office of Operations/ District 08/ Gang 001/ ALexandria, La/ 40 Rapides | | ( 225 ) 379- 1902 |
| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
| Administrative Program Manager 3 | 82932 | 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

| 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.<br>☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments. |
| DIRECT SUPERVISOR | 8/12/20 | ☒ 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) | | ☒ 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. |
| Paige Glenn ADA-Business<br>PRINT NAME AND TITLE OF APPOINTING AUTHORITY | 8-12-20 | |

## 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 functions as an Administrative Program Manager 2 in the Business office in one of DOTD's nine (9) District offices. Incumbent serves as the primary assistant to the Administrative Program Mgr. 3 and the ADA of Business in the Fiscal Management of DOTD programs and projects; must be self-motivated and be able to perform duties independently with broad supervision. The incumbent is the Procurement specialist for the District and is expected to exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations that may arise. The Administrative Program Manager 2 shall serve as direct supervisor over one or multiple Accounting/Administrative positions. This incumbent must possess an extensive knowledge of DOTD Procurement Policies and Procedures in accordance with Louisiana and Federal guideline, and DOTD Business Services/Procedures and Procurement Manuals, to report and document all activities accomplished. Incumbent participates in DOTD structured training programs as appropriate and attends 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 Civil Service laws, rules, and regulations as well as DOTD policies, procedures, manuals and directives.

**Job Duties & Responsibilities:**

**60% Procurement/Perpetual Inventory:**

Incumbent serves as the chief procurement specialist for the District, orchestrating procurement actions while ensuring compliance with all District, Agency, and State Procurement Policies and Procedures in the procurement of goods and services. Responsible for ensuring accurate processing of all procurement activities including Contract and Non-Contract purchases, supporting District operations.

Initiates the research and development of requisitions for goods and services in accordance with DOTD Procurement Policies and Division of Administration requirements. Confers with District executive staff and external contractors/vendors to develop quality specifications meeting all fiscal requirements. Coordinates with Headquarter Procurement officials as needed.

Develops and implements a systematic approach to creating, modifying, and monitoring Purchase Orders and supporting procurement documentation. Utilizes System Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Manager (SRM) systems and spreadsheets/databases to govern receipt, disbursement, and balance activity within budgetary constraints.

Directs the daily operation of the District Stockroom, which consists of 267 consumable inventory items valued in excess of $1 Million. Ensuring control measures are in place to monitor the movement of inventory and non-inventory items between the Stockroom and 25 Administrative Units throughout the District. Incumbent will audit stockroom inventories as instructed and conduct one physical inventory per year; ensuring stockroom inventory movement is compliant with District and Agency policies/procedures.

Directs the daily operation of the District Parts Store, including the procurement of contract and non-contract repair and replacement parts used in the maintenance of 564 pieces of equipment within the District. Resolves issues concerning State contracts, authorized dealers, and external vendors.

Incumbent may be responsible for the supervision of the District Guard positions, where applicable, managing the security of the District HQ Complex; including the establishment and implementation of policies and procedures to ensure 24-hour operations of the Complex. Ensures the security of buildings and grounds during non-working hours including but not limited to taking and directing complaints from the general public as well as law enforcement officials.

**20%** **Administrative Functions:**

Responsible for establishing job duties for direct reports and has Signatory Authority for all employees under his/her jurisdiction; including but not limited to leave approval, performance evaluations, and corrective actions.

Point-of-contact for vendors providing outside services, including but not limited to maintenance of the District HQ HVAC unit, elevators (as applicable), alarm systems, and other support services.

Incumbent is required to prepare complex statistical spreadsheets on a routine basis to assist management in determining procurement information supplied to District Heads on acquisitions for each Administrative Unit. Creates and updates an spreadsheet of pending and current acquisitions. Recommends inventory levels and associated expenditures in preparation of budget forecast.

Direct the transmission of payrolls for 332 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. Supervise the auditing and processing of the NAPA Parts Store Contract, which purchases vehicle replacement parts for 664 pieces of equipment totaling approximately $155,000.00 annually. Responsible for reviewing the monthly Fueltrac Fuel Usage and ensuring that the District is in compliance with Fueltrac Procedures established by Headquarters.

**15%** **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.

Directs 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.

**5%** **Miscellaneous Duties:**

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

SF-3.A
Rev. 11/01

# POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

☒ This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

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

☐ This position has the following special requirements:

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

1. Must be proficiently skilled in procurement practices with expertise in Fiscal Accounting Code, Systems Applications and Products (SAP), Enterprise Resource Planning (ERP), Supplier Relationship Management (SRM), LaGov, and Microsoft Office software.
2. Must be skilled in typing, personal computer, fax machine, copier, printers, phone, and the use of a two-way radio.
3. Must possess the ability to maintain confidentiality with regards to personnel, training and productivity records used for Performance Evaluation System (PES).

## SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

☐ This position involves shift work: ☐ night / ☐ evening / ☐ rotating

☐ There is special shift pay for this position: _____

☐ There is premium pay for this position: _____

☐ There is on-call pay for this position: _____

☐ This position has a Special Entrance Rate (SER): _____

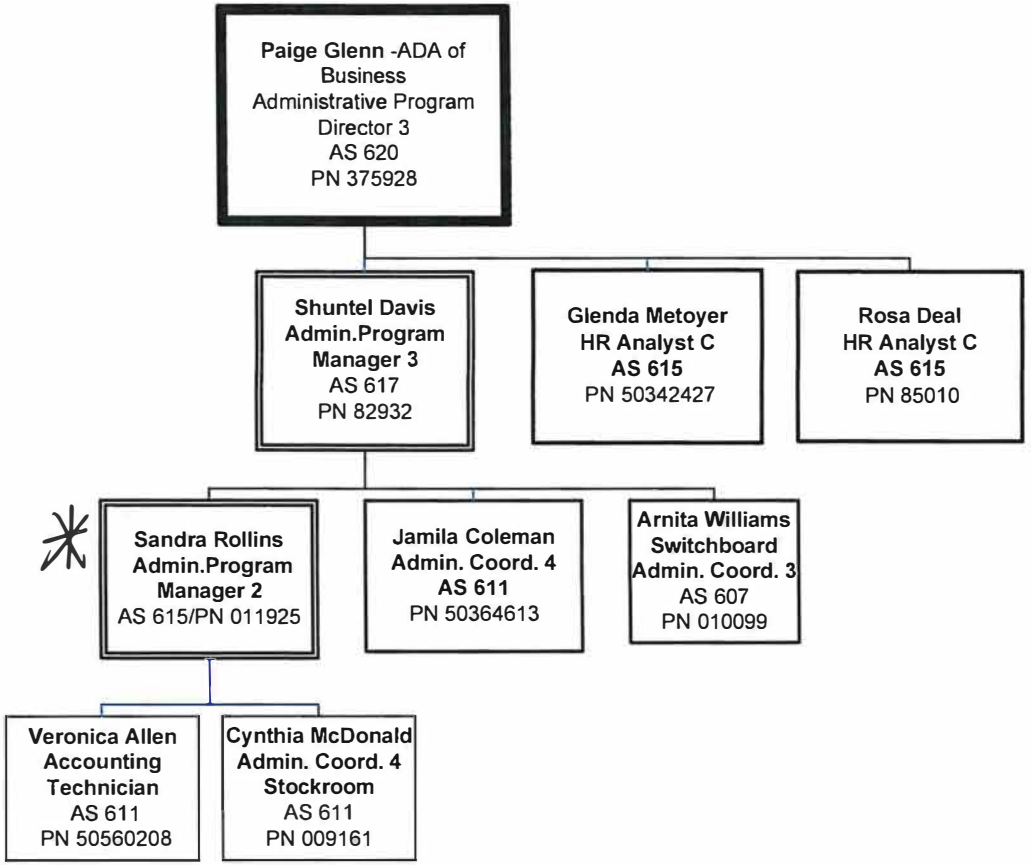
☐ There is a base supplement for this position. List percentage _____

☐ This position is FLSA Status Exempt

☒ This position is FLSA Status Non-Exempt

☐ This position participates in a training series. Cap of series is _____

☐ This position has other special pay/working conditions:

_____

# ADA of Business
# District 08
# 08/24/2020