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:	11705

Allocation Action:	Affirmed
Official Allocation:	BUDGET ADMIN 2
Job Code:	150880
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/02/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	201104
Consultant:	AJO
Supervisor:	DEZ

Louisiana SCS State Civil Service

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
0700/0273	11705

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Budget Administrator 2	AS622	150880
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
Bradford, Sharonne	☒ Yes ☐ No	Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
Administration/DOTD - Management & Finance - Budget/S38/G001		HUMAN RESOURCES EMAIL
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	
Budget Administrator 2	9944	

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 Sharonne Bradford	2/14/2023	☒ 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 Barbara C Aguillard	2/14/2023	☒ 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.
APPOINTING AUTHORITY (Required) Barbara C Aguillard	2/14/2023	☒ 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 Barbara C Aguillard Budget Administrator 3		

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.

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.

This position is located in the Budget Section of the Department of Transportation and Development (DOTD). DOTD is one of the largest state departments with a budget of approximately $3.2 billion dollars (includes $2.5 billion for the Capital Outlay Budget) and approximately 4,287 employees with major objectives being to deliver transportation and public works systems that enhance quality of life and facilitate economic growth while also earning the trust and respect of those served: customers, public officials, and colleagues.

The Budget Section is responsible for directing all budget work of the Department and is also responsible for the preparation of the Recommended Executive Budget Request for the Capital Outlay and Operating budgets. Budget preparation and implementation for all budget units within DOTD is extremely complex because of the multiplicity of programs, funding sources, matching ratios, and interagency transfers of funds.

The incumbent is the primary assistant to the Budget Executive Director in directing and managing budget development, and in the administration and organization of budget activities for DOTD. The incumbent is also responsible for directly overseeing the preparation of all capital project related budget work for the Department. This involves interpreting policy, procedures and regulations related to budgetary fiscal matters of the Department. It includes compiling budget information, conducting analyses of data, evaluating budgetary requests, and projecting revenues and expenditures based on reconciling data in the LaGov financial system, and also in the federal Fiscal Management Information System (FMIS).

The incumbent provides functional supervision over DOTD Office staff in carrying out the duties related to all project related budget activities of the Department.

45% Directs the preparation of all project related budget activities in FMIS and LaGov, for the Department's Capital Outlay budget. This includes, but is not limited to:

- Designs and conducts special training for agency personnel to provide uniformity in the budgetary process for eCORTS entries, along with providing training information on the Fund, Funds Center, and Commitment Item budgetary process for project related budget requests and adjustments during the fiscal year.
- Participates in the design and implementation of specialized training for Department personnel to provide uniformity in the requirements needed for FHWA funding, along with providing training information on the federally mandated documentation required for all requests and adjustments during the fiscal year.
- Establishes a timeline for the preparation, submittal and review process of the capital outlay budget documents, which are processed through the DOTD Budget Executive Director position.
- Requires extensive knowledge of LaGov, and FMIS, along with management skills and the ability to independently apply those skills in order to properly control and implement complex and widely varied programs throughout the Department according to legislative intent.
- Prepares statistical analyses, tables and charts. Develops BI (Data Warehouse), ECC (Core Components) and Business Objects reports, and Excel spreadsheets to plot expenditures and spend down projections. Oversees preparation of project related projections and other LaGov financial data base information as requested by Executive Administration.
- Supervises and prepares capital budget adjustments, which can include complex fund level accounting entries, necessary for proper cost allocation, and to maintain a viable Department/Agency cash and appropriation expenditure authority position through LaGov entries, along with the utilization of Fund Redistribution, Transfers, Supplements, and Returns to accomplish these adjustments within the LaGov system.

- Oversees the development and implementation of procedures to adequately monitor capital project federal expenditures and revenues on a continual basis. This is necessary not only to ensure the Department

operates within the FHWA funded appropriations, but also for planning and budget development purposes, along with identifying issue related to reconciling the FMIS and LaGov financial systems.

15% Provides assistance to the Budget Executive Director in directing and managing budget development, and in administration and organization of budget activities for DOTD. This includes, but not limited to:

- Compiling project budget information as required by FHWA, the Division of Administration, the Legislative Fiscal Office, the Legislative Auditor, the LaGov Team, and Executive Management of DOTD.
- Interpreting policy, procedures and regulations related to budgetary and fiscal matters of the Department.
- Advises the Appointing Authority and the following executive staff, as instructed by the Office Head: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff, regarding supplemental budgetary information necessary to evaluate performance data. 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.
- Assists with drafting legislation, which includes amendments to the Capital Outlay Appropriations Bill and other bills with a fiscal impact; prepares any pertinent correspondence, reports, analyses, etc., involving complex and sensitive issues affecting the respective agencies;
- Identifies/recommends budget development strategies to ensure maximum appropriation/expenditure authority and flexibility.

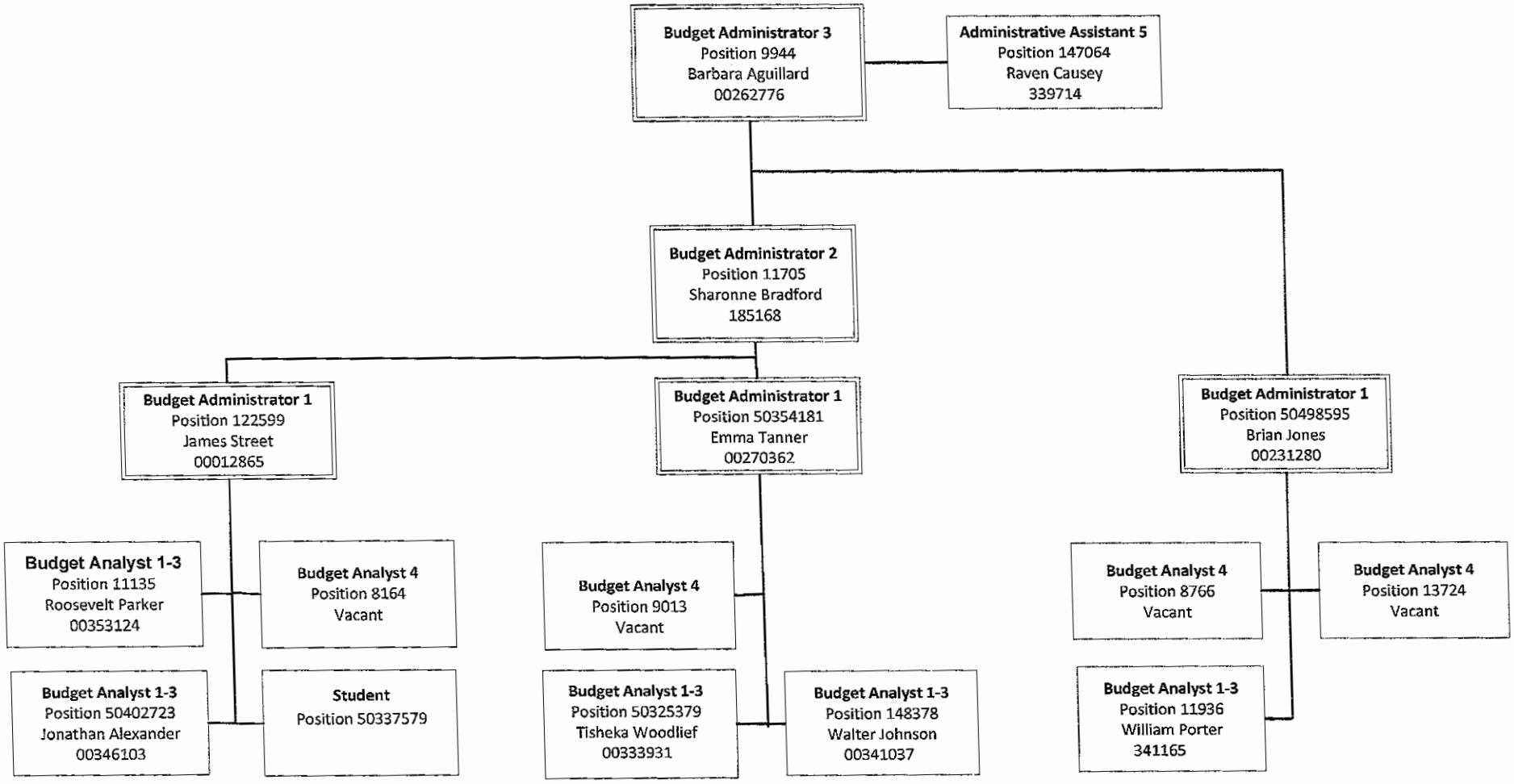
15% Performs all supervisory duties concerning subordinate staff, including PESs; and assists with the training and support of agency personnel in development and use of FMIS and LaGov, information tracking systems, identifying program costs and authorizations.

10% Monitors Department capital expenditures and revenues on a continual basis. This is necessary not only to ensure the Department operates within its legally appropriated limits, but also for planning and budget development purposes, along with identifying issues related to reconciling the FMIS and SAP financial systems. This includes, but not limited to:

- Conducting fiscal analyses of data in all systems;
- Evaluating budgetary requests and ensuring the proper documentation is submitted to support any request;
- Determining, reconciling, and projecting sources and amounts of revenues;
- Making recommendations related to overall plans for the Department.
- Monitoring agency expenditures and revenues to ensure adherence to approved budget; assesses spending and income patterns to evaluate financial status with respect to projected status; and develops and initiates corrective actions as necessary.

5% Coordinates efforts on special projects and special requests that must be coordinated at the Department level, for example: departmental expenditure analyses; and departmental budget requests and adjustments.

5% Advises the Appointing Authority and the following executive staff, as instructed by the Office Head: Legislative Liaison, Confidential Assistant, Assistant to the Secretary for Policy, or appropriate legal staff, regarding program planning and budgetary matters such as funding levels, enhancement and staffing levels, and allocating resources. 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.

5% May be required to perform other duties as necessary including, but not limited to, serving as an expert/liaison between the Capital Outlay unit and DOTD's emergency response section. Emergency Operations is the primary point of contact at DOTD for any emergency/disaster related activity and matters concerning these activities should be directed to that Section.

Department of Transportation and Development
Section 38 - Budget
Revised 02/06/2023