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:	122599

Allocation Action:	Affirmed
Official Allocation:	BUDGET ADMIN 1
Job Code:	139790
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	03/07/2022
Position Audited:	No
Audit Date:	
Comments:	Agency verified that position only has 3 direct subordinates

Log Number:	187882
Consultant:	WPA
Supervisor:	DBA

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	122599

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Budget Administrator 1	AS620	139790
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
Street, James	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
Administration/DOTD - Management & Finance - Budget/S38/G001		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Budget Administrator 2	11705	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
Emma Tanner	50354181	Budget Administrator 1/DOTD-Administration
Brian Jones	50498595	Budget Administrator 1/DOTD-Administration

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.

	DATE	
EMPLOYEE James Street	3/4/2022	☒ 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 Sharonne Bradford	3/4/2022	☒ 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)	3/4/2022	☒ 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's Federal Aid Unit of the Department of Transportation and Development (DOTD). DOTD is one of the largest state departments with a budget of approximately $2.6 billion dollars (includes $1.9 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 we serve: 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 Federal Aid Unit is responsible for managing all of the Federal Aid Program funding appropriated to the Louisiana DOTD for construction projects in the Capital Outlay Act identified by the department's Priority Program. Additionally, the incumbent interacts with the local Federal Highway Administration (FHWA), DOTD project managers, and department heads in getting funding authorized on approved delivered projects or modified for on-going federal projects.

The incumbent has the primary responsibility for directing and managing the efforts in securing federal participation and funding (approximately $850 million/year) for engineering, utilities, right-of-way, construction, research, planning and other miscellaneous projects and activities of the Department in accordance with CFR Title 23 and the stewardship agreement between the Department and FHWA.

This involves interpreting federal policy, procedures and regulations related to obtaining project specific Federal funding for all activities of the Department that are eligible for federal participation. It includes compiling funding information, conducting analyses of data, development and implementation of cash management policies and procedures, evaluating funding requests, and projecting revenues and expenditures based on reconciling data in the SAP financial system (LaGov) utilized by DOTD and the Fiscal Management Information System (FMIS) utilized by FHWA.

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

35% Supervises the preparation of all FHWA funding activities in the LaGov and FMIS financial systems for the Department. This includes, but not limited to:

- Analyzes and reviews submitted funding requests from program managers, recommending changes, corrections and/or revisions as necessary to fit the Department's overall plan.
- Participates in 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.
- Works within established timeline for the preparation, submittal and review process of all federal funding documents, which are processed through the FHWA FMIS system.

- Requires knowledge of both the FMIS and LaGov financial systems, along with management skills and the ability to independently apply those skills in order to properly control and implement complex and widely varied FHWA appropriated programs throughout the Department, according to congressional intent.
- Prepares statistical analyses, tables and charts. Develops BI (Data Warehouse), ECC (Core Components) and Business Objects reports and Excel spreadsheets to plot revenue and expenditures, and other LaGov and FMIS financial data base information as requested by Executive Administration.
- Supervises and prepares funding adjustments which could include complex fund level accounting entries necessary for proper cost allocation within the FMIS and LaGov systems and adjustments to ensure the maximum utilization of the available federal obligation ceiling.
- Prepares FHWA transfer request forms to transfer federal apportionment to another state DOT or Federal Department to support interagency project costs.
- Provides monthly reports to the Department's administration for use in planning, forecasting and legislative status reports.

15% Provides assistance to the Budget Administrator 2 and the Executive Budget Director in directing and managing federal funding availability and in the administration of the Highway Priority Program activities for DOTD. This includes, but not limited to:

- Compiling funding information for budgetary documentation as required by the Division of Administration, the Legislative Fiscal Office, the Legislative Auditor, the LaGov Team and Executive Management of DOTD.
- Interpreting federal policy, procedures and regulations related to budgetary and fiscal matters of the Department.
- Work closely with Department's Planning Section in providing supplemental budgetary information necessary to evaluate performance data. Makes recommendations to DOTD Executive Administration of impending funding issues and potential resolutions.
- Prepares any pertinent correspondence, reports, analyses, etc., involving complex and sensitive issues affecting the respective Capital Outlay program budget.
- Develops and implements cash management strategies to ensure maximum utilization of federal appropriation/expenditure authority and flexibility.

20% Develops and implements 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. This includes, but not limited to:

- Conducting fiscal analyses of data in both systems.
- Evaluating funding requests and ensuring the proper documentation (federal checklist) is submitted to support any request.
- Determining, reconciling, and projecting sources and amounts of revenues.
- Monitoring agency expenditures and revenues to ensure adherence to approved appropriations; assesses spending patterns to evaluate financial status with respect to projected status; and develops and recommends corrective actions as necessary.

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 LaGov and FMIS information tracking systems identifying project funding.

10% Coordinate efforts on special projects and requests at the Department level, for example; departmental expenditure analyses, cash management analyses, and departmental funding requests and adjustments.

5% May be required to perform other duties as necessary including, but not limited to, serving as an expert/liaison between the Federal Aid 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 2/11/2022