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:	8323

Allocation Action:	Affirmed
Official Allocation:	ADMIN PROG DIR 3
Job Code:	170660
Pay Level:	AS-620
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	07/20/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	181270
Consultant:	WPA
Supervisor:	DBA

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
0273	8323

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Administrative Program Director 3	AS 620	170660
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
Bonnet, Gilbert	☒ Yes ☐ No	Mary Thomas

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD, Mgmt. & Finance/Enterprise Support Services/S26/U001	(222) 379-1291

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Statewide Program Manager 2	50486831	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

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

7	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 Gilbert Bonnet	7/15/2021	☒ 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	7/15/21	☑ 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) Statewide Program Manager 2	7/15/21	☑ 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 Brad D. Doucet		

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.

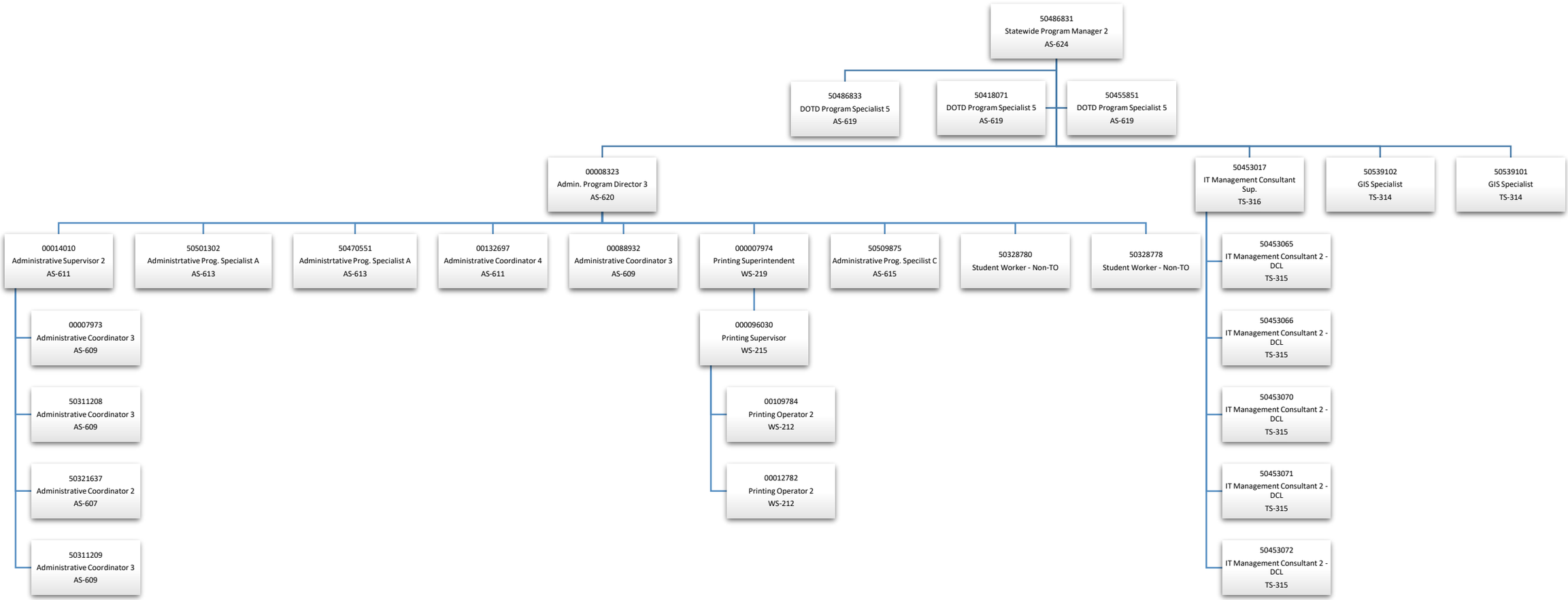
This position is directly responsible for managing, planning, directing and coordinating the operations for the Business Services Unit of the Department of Transportation and Development (DOTD), Enterprise Support Services Section. The incumbent of this position is responsible for the technical and administrative direction of the statewide business service programs which is characterized by the difficulty and complexity of the service and contractual functions. The incumbent exercises direction over an Administrative Unit, Record Management Services Unit, the Mail-Center and the Reproduction Center.

This work is performed in accordance with modern principles of management, and the incumbent has wide latitude in establishing and interpreting services policies for the agency. Administrative Program Director 3 position is managed by the DOTD Statewide Program Manager 2 for the Enterprise Support Services Section, and is reviewed through conferences, reports, meetings, and on the basic of results obtained. General direction is exercised, through supervisors, over a large staff of business services personnel.

This position is responsible for performing important and complex work with the responsibilities for developing, planning, managing and administering the assigned phases for DOTD's Business Services activities, which are of considerable scope and complexity.

60% Direct and manage administrative decisions regarding the activities of DOTD Business Services Sections: Administrative Unit, Records Management Services Unit, the Mail-Messenger Center, and the Reproduction Center. Responsible for assisting with the preparation of the Section's annual budget, which exceeds $5 million dollars. Manage, direct and coordinate the service functions that pertain to Business Services: (1) Reproduction Large Digital Copiers, Wide Format Copiers and Scanners, offset printing and related duplicating processes, such as binding, composition, photographic presentation of design maps, roads and bridge plans and tracing, annually review equipment performance reports; (2) central record preparation and maintenance in accordance with Louisiana Revised Statues, which includes the custodianship of all records and subsequent responsibility for the distribution and duplication (by microfilm and electronic imaging) and ultimate preservation of all records. Assist with preparing DOTD Record Retention Schedule in accordance Louisiana Revised Statue 44:410and LAC Title 4, Part XVII; (3) Manage the sales and distribution for DOTD maps, road and bridge design plans, manuals, publications and specifications; (4) Manage and counsel 11 Business Service employees and 3 Student Workers, evaluation of job performance, training, interviews, recommends for hire, and disciplines employees; (5) Manage and submit DOTD Annual and Semi-Annual Publication Reports to Louisiana State Library in accordance with Louisiana, Revised Statue, Title 25:121.1. (6) Manage and supervise Enterprise Support Service Facility Maintenance Reports for Enterprise Support Services Section.

35% Review and make recommendation involving policy and procedures changes that may affect DOTD operations statewide. Consult frequently with other agencies and vendors that support DOTD. Organize and implement work procedures regarding new administrative procedures within the section to improve operational efficiency. Conduct regular staff meeting; identify operating and technical problems, as well as personal actions. Direct and manage operations and review and suggest purchase for materials, supplies and equipment vital to DOTD.

5% May be required to perform other duties as necessary, including, but not limited to emergency/disaster support activities.

ENTERPRISE SUPPORT SERVICES – SECTION 26