COMPENSATION ADMINISTRATOR
DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

Louisiana SCS State Civil Service

Department:	0700 - DOTD
Agency:	0276 - DOTD-Engineering & Operations
Position Number:	7446

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:	11/15/2018
Position Audited:	No
Audit Date:	
Comments:	Confirmed in LaGov position supervises three (3) subordinates.

Log Number:	151915
Consultant:	KMJ
Supervisor:	HHH

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
0276	00007446

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	AS 615	170690
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Administrative Progrma Manager 2	AS 615	170690

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
50386855	2764026200	53 (TANGIPAHOA)	0500

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
	☐ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
LA DOTD; ENGR/OPERS; DIST 62; GANG 001; TANGI (53); OFFICE: HAMMOND< LA		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Adm Prog Manager 3		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
Donna Britz	119832	Administrative Program Manager 2
Tamicia L LaFrance	123699	Administrative Program Manager 2

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

	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. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR JoAnne Addison	DATE 10/30/18	☑ 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)	DATE	☑ I certify that I agree with this document.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY Sherla Tate / ADA - Business	10/30/18	☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

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 Manager 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. Additionally, 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).

Job Duties & Responsibilities:

70% 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 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 34 Administrative Units (gangs) 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 over 600 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.

25% 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.

5% Miscellaneous Duties:

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

GANG 001/ADMINISTRATION
ADA BUS/ADM PROG DIR 3
SHELIA TATE
POS NO: 375953 AS:620
DOA Position
IT TECH SUPP SPEC 2
VACANT
POS NO: 114995 TS:310
HR ANALYST C
SUZANNE BAGGETT
POS NO: 008666 AS:615
ADM PROG MGR 3
JOANNE ADDISON
POS NO: 122406 AS:617
ADM COORD 2
KEDENZAE TATE
POS NO: 184678 AS:607
DOA Position
IT TECH SUPP SPEC 2
KAREN HOYT
POS NO: 179731 TS:310
HR ANALYST C
Tatiana Ruffin
POS NO: 386655 AS:613
ACCT TECH
Vacant
POS NO: 007250 AS:610
ADM PROG SPECIALIST A
VACANT
POS NO: 203270 AS:613
ADM PROG MGR 2
VAREATTA SPEARS (detail)
POS NO: 007446 AS:615
Security Guards (contract)
ACCOUNTING TECHNICIAN
BRENAN HAYNES
Pos # 50522702 AS 611
ADM COORD 4/STOCKROOM
JULIE RICK
POS NO: 012768 AS:611
ACCT TECH
JEREMY WASHINGTON
POS NO: 011944 AS:610
ADM COORD 4/PARTS
KATHY BARBARA
Pos # 50524106 AS 611