



STATE OF LOUISIANA
invites applications for the position of:
**COASTAL RESOURCES
PROGRAM SPECIALIST 1 -
3 (ADMINISTRATIVE)**

An Equal Opportunity Employer

OPENING DATE: Thu. 04/20/23

CLOSING DATE: Thu. 05/04/23 11:59 PM Central Time (US & Canada)

SALARY: \$20.91 - \$30.84 hourly
\$3,624.40 - \$5,346.00 monthly

JOB TYPE: Classified

LOCATION: Baton Rouge, Louisiana

SUPPLEMENTAL INFORMATION:



Position: Coastal Resources Program Specialist 1 - 3

Agency: Coastal Protection and Restoration Authority (CPRA)

Division: Executive/Contracts and Grants

Office Location: 150 Terrace Avenue, Baton Rouge, LA

For recruitment purposes, applicants who are within 90 days of graduating with a baccalaureate degree will be allowed to apply for this position.

This position may be filled as either a Probational or a temporary Job Appointment. If filled as a Job Appointment, there is a possibility that this position may later be converted to a Probational Appointment should funding become available.

Responsibilities:

- Writing and reviewing Contracts and Amendments (Professional, Consulting, Interagency, etc.)
- Completing associated request forms
- Entry of Contracts and Purchase Orders into the LaGov Procurement System
- Detailed audit of invoices
- Processing of Memorandums of Review comments from Louisiana Legislative Auditors

- Attend departmental and other state agency meetings and conferences to stay abreast of changes in departmental processes and state laws.
- May also assist with inventory and property management including but not limited to:
 - Assist upper-level staff learn and understand Title 39
 - Assist with procurement requests
 - Assist with purchasing of supplies
 - Assist with routine fleet maintenance

Ideal Candidate Skills:

- Intermediate Microsoft application skills (Word, Excel, Outlook etc.)
- Detail Oriented
- Organized
- Quick learner
- Self-motivated
- Able to prioritize work
- Able to work collaboratively as well as autonomously
- Able to multi-task

As part of a career progression group, vacancies may be filled from this recruitment as a Coastal Resources Program Specialist 1, 2, or 3, depending on the level of experience. The maximum salary for CRPS 3 is \$73,445 annually. This position is eligible for premium pay.

There are special bi-weekly entrance rates established for this position:

Coastal Resources Program Specialist 1	\$1,672.80
Coastal Resources Program Specialist 2	\$1,789.60
Coastal Resources Program Specialist 3	\$1,915.20

Applicants must have Civil Service test scores for 8100-Professional Level Exam in order to be considered for this vacancy **unless exempted by Civil Service rule or policy**. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants without current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the “Apply” link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Official transcripts will be required upon hire.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

Louisiana is a State as Model Employer for individuals with disabilities.

If you have any questions, you may contact:
Margaret Dunn, Human Resources Specialist

P.O. Box 44027

Baton Rouge, LA 70804

CPRA.HumanResources@la.gov

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

A baccalaureate degree.

NOTE: Any college hours or degree must be from an accredited college or university.

JOB CONCEPTS:

Function of Work:

To provide assistance to higher level staff in a major environmental program in implementing a wide range of administrative functions within a division with an operating budget of approximately \$30 to \$55 million, and/or to serve as the contract manager for a very large/very complex project or feasibility study to create, restore, enhance, protect, and preserve the state's coastal wetlands, marshes, flood plains, and other natural resources vital to the state's economy and/or the safety of its citizens (private, public, institutional, industrial, and governmental).

Level of Work:

Entry.

Supervision Received:

Close from a Coastal Resources Program Supervisor, higher level Coastal Resources Scientist, or an Engineer.

Supervision Exercised:

None.

Location of Work:

Department of Natural Resources, Coastal Protection and Restoration Authority.

Job Distinctions:

Differs from a Coastal Resource Program Specialist 2 by assignment of programs or projects of a larger and/or more complex scope.

EXAMPLES OF WORK:

Assists higher level staff in planning, developing, managing, and implementing purchase orders, services, contracts, and/or construction contracts for moderately complex programs and projects.

Assists higher level staff in developing contract and/or bid proposals and required paperwork for review prior to departmental approval process, and assists in the management and monitoring of such contracts.

Assists in securing professional services for projects or programs, including support services (e.g., warehouse space, office space, helicopter services, etc.) Prepares necessary scope of services, budgets for work products, defines deliverables, defines proper contractor expertise, and required forms for processing through departmental approval process.

Assists higher level staff in preparing paperwork for routine division purchases; reviewing invoices for payment; logging items into the ISIS computer system; receiving purchases, supervising

storage in the division's central supply area, and disbursing supplies as needed; assisting with the division's annual inventory and locating missing equipment; and assisting in the purchase and maintenance operations of the division's vehicular and boat fleet.

Assists in development of cost share agreements in cooperation with federal agencies for funding of projects, programs, and studies and assists in coordinating changes to cost share agreements.

Assists in the preparation of comprehensive requested and required reports on contractual, grant, purchasing, vehicle and boat fleet, fiscal matters, and others as required.

May require some in-state travel.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/louisiana/default.cfm>

Job #CPRA-175130
 COASTAL RESOURCES PROGRAM SPECIALIST 1 - 3
 (ADMINISTRATIVE)
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OUR OFFICE IS LOCATED AT:
 For agency contact information, please refer to
 the supplemental information above.
 Louisiana State Civil Service, LA 70802
 (866) 783-5462
jobs@la.gov

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COASTAL RESOURCES PROGRAM SPECIALIST 1 - 3 (ADMINISTRATIVE) Supplemental Questionnaire

- * 1. Are you claiming exemption from testing requirements under Civil Service Rule 22.8? If so, please choose from the below options: (please note, civil service will not place applicants on an eligible list for claiming the 3.5GPA or non-competitive re-employment test. However, the hiring agency may hire you without utilizing the posting by using one of these two options)
- 3.5 GPA on undergraduate degree
 - Veteran discharged from Active Duty within the last 12 months
 - State Vocational Rehabilitation Client
 - Non-Competitive Re-employment
 - I have a current passing test score for the PLE (test scores expire after two years)
- * 2. If you are claiming a Testing Exemption from Question #2 above, you must attach all necessary information at the time of application. If all information is not submitted by the closing date of this posting, the testing exemption will not be granted and your application will be rejected. Please choose which verification you have attached to support your testing exemption:
- Transcript
 - DD214
 - Letter from Louisiana Program Counselor
 - My State of LA experience is listed on this application above. When I left this position within the last 10 years, I had Permanent Status and was in a job that required the same Test.
 - No attachments; I have a current, passing test score for the PLE.

* Required Question