

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0059876	10. Budget Program Number 23811	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Specialist	
3. Division East Region			12. Proposed Class Title	
4. Section Operations	For	13. Allocation		
5. Unit Fiscal		Use	14. Effective Date	
6. Location (address where employee works) Topeka Shawnee City County		By	15. By	Approved
7. (circle appropriate time) X Full time XPerm. Inter. Part time Temp. 100 %			Personnel	16. Audit Date: By: Date: By:
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office		17. Audit Date: By: Date: By:

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Kimberly L Holter Who evaluates the work of an incumbent in this position?	Public Service Administrator II	K0065239
Name	Title	Position Number
Kimberly L Holter	Public Service Administrator II	K0065239

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Assignments are given with a general outline of the work to be performed. Independent judgment is used to develop work sequences within established procedures, methods and policies. Work is periodically checked for progress and conformance to established policies and requirements.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Professional Attitude:

Number Each
Task and
Indicate
Percent of
Time

While performing the tasks listed below, please remember that you are a representative of the Department for Children and Families, and you are expected to:

- Demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance. For example, this could be other agency employees, community partners, landlords, state and community partners and individuals and families seeking services from the agency.
- Demonstrate an attitude of respect, (i.e. be attentive to the customer, communicate in a polite and professional tone of voice, meet with the customer or return phone calls or emails within a reasonable period of time - as defined by your supervisor or program policy), process requests for service as quickly as possible;
- Encourage individuals to identify and fulfill their own responsibilities;
- Practice personal self discipline and maintain ethical and professional behavior in times of frustration with difficult customers;
- Provide information and service to those seeking assistance from this agency. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them.

Failure to demonstrate a professional attitude will directly reflect on the organization, the quality of service you provide, and will be considered unacceptable for any employee or the East Region DCF.

1. 40% E

Client Related Vendor Payments

- Enters Purchase Requisitions for all contracted services using proper coding of the program, account, funding and contract number
- Reviews all vendor payments to determine if a PR is needed, if the service or materials were received, if the making a payment is appropriate
- Processes vendors into SMART to make them eligible for payments. Vendor information is obtained through a Federal W-9 form
- Enters payment data in SMART ensuring the proper coding of the program, account funding, purchase order match and payment amount.
- Interprets Program Policy Manuals to ensure that payments meet the program requirements as well as general accounting practices are followed in making the payment.
- Works with agency social workers and outside vendors to obtain all correct paperwork to document the payments.

2. 25% E

Provider Agreements:

- Assists supervisor in gathering all paperwork to complete a provider agreement
- Reviews KAECSES/KEES systems to determine if the proposed provider has prior fraud allegations
- Reviews Federal and State databases to ensure the provider meets background check standards

3. 15% E

Inquiries:

- Responds to inquiries from customers and vendors regarding account and/or payment status in a timely and efficient manner.
- Ensures customer service standards are maintained.
- Researches and prepares journal vouchers as necessary to ensure accurate payment information is provided for record keeping.

4. 10% E

Supply Maintenance:

- Receives requests for supplies.
- Enter supply purchase requisition in SMART with the appropriate contracted vendor, ensuring the proper coding of the program, account, funding, delivery location, and contract number
- Research for less expensive items that are of similar quality
- Receipt in supply orders in SMART
- Enter payment for supply in SMART

3. 10% E

Imprest Fund back up:

- Monitors the imprest fund email for requests
- Upon receipt of approved imprest fund request, generates check for signature

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Interrupted workflow will result in unnecessary delay of payments to vendors, clients and employees. Receipts will not be credited to client accounts timely and accurately

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact may be made with supervisory staff, vendors and providers, the public and other employees to obtain or provide information, solve problems, and build consensus.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress, Eye/wrist strain, angry customers, traveling, extended periods of sedentary work.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily – phone, computer, copier, telephone, fax machine Occasional – State owned or rented vehicle

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - Special or professional - None

License, certificates and registrations Not Applicable

Special knowledge, skills and abilities

*Knowledge of English, spelling, grammar, and arithmetic.

Knowledge of the operation of office equipment, personal computers and communications systems.

*Knowledge of rules, regulations, policies and procedures.

*Knowledge of specialized formats for letters, memos and reports.

Knowledge of budget preparation procedures.

Knowledge of the principles of office management and supervision.

Ability to apply and explain rules, regulations, policies and procedures.

*Ability to understand and follow verbal and written instructions; read and comprehend written materials.

*Ability to operate personal computers and office equipment.

