DA 281-2
Rev. 1-86

State of Kansas - Department of Administration
OFFICE OF HUMAN RESOURCES

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 & Families	9. Position No. K0062811	10. Budget Program Number 23611	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Attorney II	
3. Division Kansas City Region/Johnson County Office		12. Proposed Class Title	
4. Section Administration	For	13. Allocation	
5. Unit Legal	Use	14. Effective Date	Position Number
6. Location (address where employee works) Kansas City Johnson City County	By	15. By / Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %	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:	

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
Jane Kelly Coates	KC Regional Supervising Attorney / Attorney IV	K0042461

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jane Kelly Coates	KC Regional Supervising Attorney / Attorney IV	K0042461

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.

a) Wide latitude is given in completing work and work is done independently with administrative direction only.
b) Employee is expected to research, interpret and follow state and federal laws, regulations, policies, manuals and rules as the apply to the work done by DCF.
c) Assignments come from all of the various agency programs, including Human Resources and supervisors, through receipt of appeals and lawsuits and requests of the courts and community partners as needed.

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?

Number Each Task and Indicate Percent of Time	
30% E	**Court Litigation** – This position represents DCF in all litigation in state and federal courts as well as appellate courts. Attorney II functions as legal counsel for the Kansas City/Wyandotte County DCF office drafting and filing legal documents including petitions, answers, discovery request, orders, briefs, memoranda and appellate briefs. This involves frequent court appearances and working closely with judges and other court staff. Represents DCF programs, policies/procedures to the judicial, legal and community at large with goal that policies/procedures are adequately known and understood by the effected person(s) as well as ensuring that Agency goals and mission are met. Attorney II challenges court orders and directives that may adversely impact or affect the policies and/or operations of DCF, including conducting the prosecution and/or defense of DCF policies and programs. Completes post hearing matters and utilities enforcement remedies as appropriate.
30% E	**Administrative Appeals** – This position represents DCF in administrative appeals involving agency programs. This position requires extensive legal knowledge of a variety of areas including child and adult protective services (PPS) and vocational and rehabilitation services (RS). Thorough knowledge of administrative law generally; the Kansas Administrative Procedures Act and the Kansas Judicial Review Act is essential. Involves drafting pleadings, preparing witnesses for hearings, writing legal arguments and handling appeals of these cases to the courts.
20% E	**Legal Research / Consultation** - This position investigates and researches factual and legal circumstances surrounding a disputed matter including conferring with staff, law enforcement, experts in various fields and others as required to determine appropriate course of legal action. Attorney II directs investigations that may be assigned to special investigators to ensure that all relevant and material information that may be reasonably be known is gathered and documented to support just decision and outcome for DCF and the public our agency serves. In consultation with appropriate program staff, Attorney II evaluates, negotiates and executes settlement agreements or alternatives as appropriate. Reviews contract, journal entries, court orders, trusts and other documents as needed to ensure that the Agency's goals and mission is accomplished. Further, attorney reviews journal entries for termination of parental rights to children, consents for adoption packets and relinquishment forms for accuracy and prepares or oversees that documents are prepared to correct inaccuracies or omissions.
15% E	**Communications** - Respond to phone calls, e-mails and other inquiries from courts, attorneys, staff, contractors, community partners and the public on SRS related issues and direct people to the appropriate program for response if unable to assist directly. Reports to Regional Director, Program Administrators & Supervising Attorney all significant cases, activities, legal rulings and other information which may impact Agency's policies and programs. Works with other Regional staff to develop written training materials and to deliver training to staff concerning legal matters. Communicates with Regional Director and staff regarding requirements of the law and changes in the law as it relates to their duties.
5% E	**Supervision** – Directs and supervises work of an Administrative Specialist. Involves hiring, training, assigning and monitoring workloads, evaluating and taking appropriate disciplinary action. Ensure that actions taken by Administrative Specialist are correct, timely and appropriate. Directs the progression of all fraud referrals to the Wyandotte County office and insures that appropriate legal action is taken to recover any debt owed to the Agency.

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.

(x) 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
Administrative Specialist	K0051976

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.

( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.

(X) Major program failure, major property loss, or serious injury or incapacitation.

( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Fraud collections for this position exceed $100,000 annually in monies recouped by the State. Failure to successfully prosecute these actions would result in major monetary loss to the state and taxpayers of Kansas.

Guardianship actions are filed for adults who lack capacity to care for themselves. Failure to act promptly in taking action could result in serious injury or harm to that individual or others.

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

Extensive contact with the public, courts, attorneys, contractors, community partners and other governmental employees

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

Frequent verbal threats of retaliation or other forms of harassment from disgruntled litigants or unhappy consumers. Extra precautions for security and safety are needed to prevent physical or professional harm to the attorney, other SRS staff, witnesses or bystanders.

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

Desktop Computer – used daily to communicate, schedule, draft pleadings & correspondence, etc.
Phone – used daily
Printers / Copiers – used daily

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

Juris Doctorate degree and certificate of admission to the Bar of the Supreme Court of Kansas or temporary permit to practice law issued by the Kansas Supreme Court

Education or Training - Special or professional

Juris Doctorate Degree

License, certificates and registrations
Admission to the Bar of Kansas Supreme Court required at the time of appointment and annual renewal of license to practice law in Kansas.

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS
State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date