

FEB 07 2012

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION

## PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Services Assistant		
3. Division Wichita Regional Office			12. Proposed Class Title		
4. Section Program Improvement			13. Allocation		
5. Unit Foster Care Payment Unit			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City: Wichita County: Sedgwick			15. By _____ Approved		
7. (Circle appropriate time) Full Time <input checked="" type="checkbox"/> Perm <input checked="" type="checkbox"/> Inter Part Time _____ Temp _____ %			16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM			17. Position Reviews Date: _____ By: _____		

## Area for use by Personnel Office

### PART II - Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

**This position is an integral part of the service delivery team to assure that eligibility for funding is determined and maintained appropriately, social security benefits handled appropriately, Medicaid approved only for eligible children, and payments processed according to state and local policy. The caseloads managed by this position are subject to regular federal and state audits for Title IV-E / federal eligibility, Social Security Administration benefits where SRS is the payee, and payments processed.**

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality 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: **Debbie Guernsey** Title: **Public Service Administrator II** Position Number: **K0050099**

Who evaluates the work of an incumbent in this position.  
 Name: **Debbie Guernsey** Title: **Public Service Administrator II** Position Number: **K0050099**

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

**This employee is given a high degree of latitude in completing the work. Instructions are given both verbally and in writing. Guidelines are set out in state and local agency policies and procedures. Employee is to refer to the state and local policy and procedure manuals to assist them in managing their caseload. Employee is given a caseload to maintain and must be able to work independently and is held accountable for all tasks for their assigned caseload. Job tasks are carried out independently and requires judgment, resourcefulness, mathematical, analytical and organizational skills, and the ability to manage a varied workload. While Title IV-E work is reviewed annually, employee is responsible to maintain correct IV-E eligibility between reviews to assure proper federal claims on an ongoing basis; most other job tasks are not reviewed on a regular bases therefore understanding of the job duties and accuracy are critical. Consultation with supervision is available, as needed.**

d) Which statement best describes the result of error in action or decision of this employee.  
 Minimal property damage, minor injury, minor disruption of the work flow.

- ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( X ) Major program failure, major property loss, or serious injury of incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this 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 (describe the result or outcome expected); \*How is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E O R M	
1.	40%	E	<p><b>Maintenance of Title IV-E Eligibility for Foster Care and Adoption Subsidy Programs:</b>            To re-assess federal eligibility for every placement as IV-E eligible foster care children changes placements. This involves four major components:            (1) CLARIS-must be able to interpret the licensing status and type in the KDHE licensing system for all placements that are eligible for federal funds; (2) Must understand the non-placement factors that impact a child's eligibility for federal funds and make changes in IV-E eligibility when needed; (3) Update FACTS CFS data tracking system with all payment eligibility segments to assure federal claims are maintained correctly; and (4) Assure that documentation for licensure, payment eligibility verification, and FACTS are maintained in the Foster Care Payment case file.</p> <p>Also, verifies eligibility for Adoption Subsidy federal funding and completes the initial opening of Adoption Subsidy payment cases; includes checking the SMART Accounting System to obtain Adoptive Parent Vendor ID#'s and then to enter initial adoption subsidy payments. Uses multiple mainframe systems to carry out these tasks: KAECSES, FACTS, CLARIS, EATSS, SMART. As Title IV-E is subject to state and federal audits, employee also assists in the preparation for these audits.</p>
2.	35%	E	<p><b>Social Security Benefit Processing:</b>            Responsible to complete and sign the Social Security Administrations applications for SRS to be the representative payee on all children receiving social security benefits who are in the custody of SRS and referred to the foster care contractor. Required to notify the Social Security Administration (SSA) of all placement changes and other factors that affect eligibility for benefits thru the E-Data (internet) system. Maintains a web-based database system (WARDS) through reconciliation of monthly benefits received and expenditures for children in SRS custody after verifying SRS remained eligible for the benefits and the expenditures accurately reflect the placement level of the child. Follow all WARDS state policy manual and Social Security Administrations federal requirements related to being a Representative Payee. Receives all correspondence from Social Security Administration and responsible to respond to any questions or concerns they may have. Monitors the balance for WARDS accounts to assure that SSI eligible children's balance, including any other resources they may have, does not exceed \$2,000. Requires ability to analyze financial data, review WARDS account reports and know policy requirements to complete and sign annual Representative Payee Reports and other reports required by SSA. Contact person for SRS Social Workers, SRS Adoption Regional Contract Specialist, and the contractor agencies regarding benefits, transition planning for children going home or going into independent living when released from custody. As benefits are subject to state and federal audits, employee also assists in the preparation for these audits.</p>
3.	15%	E	<p><b>Re-Determination of Medicaid Eligibility and Medicaid Paid Service Approvals</b>            Re-Determines ongoing Medicaid eligibility for Foster Care or pre-final Adoption based on documentation received from the contractors to assure cards only issued when eligible. Maintains the mailing address in KAECSES computer system. Responsible to see that all changes are completed prior to monthly rollover/deadline. Enters payment codes in KAECSES for HCBS waiver services and PRTF residential placements for foster care and adoption children; must be done timely and accurately so providers can bill timely for services and only be paid for approved dates of service. Set up initial Medicaid cases for youth eligible for the Aged Out Medicaid program when released from SRS or JJA custody. Be knowledgeable of KAECSES and MMIS.</p>
4.	5%	E	<p><b>Independent Living Subsidy and Payments</b>            Process all requests for Independent Living Subsidy and issue monthly payments to Community Advisors only for time periods approved. Uses the SMART accounting system to research payment issues. Manages the Independent Living Aged Out Medicaid eligibility in KAECSES.</p>
5.	5%	E	<p><b>Team Support, Backup Co-Workers and Unit Participation</b>            Actively participates in supervisory conferences, unit and consultation sessions. Provides backup support for specified co-worker(s) and works as a team with rest of the unit. Attends training opportunities to enhance knowledge and skills.</p>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Most of the work completed on the cases assigned to this position are subject to federal and state reviews and audits. If accuracy level is not adequately maintained this can have a significant impact on the receipt of federal funds. This is even more critical for the Wichita Regional Office as we generally have the highest number of children eligible for federal funding and benefits and therefore, errors can have a significant financial impact statewide.

23. 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 class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

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

Daily contact via phone, e-mail or in person with unit members, contractors staff, Social Security Administration employees, SRS social workers and support staff and other SRS staff. Occasional contact with Central Office, foster care children, foster parents, adoptive parents, and residential providers.

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

Numerous deadlines, complexity of issues/job tasks, responsibility for accurate use of federal funds and diversity of the work may cause stress.

Work environment involves normal everyday hazards or discomforts typical for offices.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of personal computer and calculator, KAECSSES, MMIS, CLARIS system, FACTS systems, SMART Accounting System, WARDS database system, eData system thru internet, telephone, copy machine, fax machine, word processing and database software.

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**PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Combination of training and experience which demonstrated competence to perform the duties and responsibilities of a position in this class.

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28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

N/A

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

N/A

C. List preferred education or experience that may be used to screen applicants.

Experience with detailed job tasks, payment processes, numbers and computers is of particular importance. Needs good problem solving and organization skills.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work requires light physical exertion. Employee may be required to perform activities with lightweight or easily moved items such as file folders, boxes of cases, etc and filing of cases/documents. May have to do extensive research and documentation using a computer or log notes. Great attention to detail and accuracy.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are cautioned to execute strict key/code control for agency facilities.

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**PART IV - Signatures**

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Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date