

POSITION DESCRIPTION

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

CHECK ONE: NEW POSITION EXISTING POSITION

PART I-Position Information

| | | | | | |
|---|--|---------------------------------|---|------------------------------------|--------------------|
| 1. Agency Name Department for Children and Families | | 9. Position Number K01467813 | | 10. Budget Program Number 24211 | |
| 2. Employee Name (leave blank if position vacant) | | | 11. Present Class Title (if existing position) Admin. Specialist | | |
| 3. Division Wichita Region | | | 12. Proposed Class Title | | |
| 4. Section Operations | | | 13. Allocation | | |
| 5. Unit Code Fiscal | | 14(a). Effective Date | | 14(b). FLSA | |
| 6. Location (address where employee works) City: Wichita County: Sedgwick | | | For Use By Personnel Office | | 15. By Approved |
| 7. (Circle appropriate time) Full time X Perm. X Inter. Part time Temp. % | | | 16. Audit Date: By: Date: By: | | |
| 8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00PM | | | 17. Position Reviews Date: Date: Date: Date: | | |

PART II-Organizational Information

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

This is clerical work with emphasis on accounting. Employee processes work payment authorizations, provides back-up for processing administrative payments, reconciling bank statements, processes all other types of vendor payments, and other clerical functions in the Operations/Performance Improvement Division.

18(b). 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 |
|--------------|------------------------|-----------------|
| Tamara Woods | Director of Operations | K0214646 |

Who evaluates the work of an incumbent in this position?

| Name | Title | Position Number |
|--------------|------------------------|-----------------|
| Tamara Woods | Director of Operations | K0214646 |

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.

Work is performed under general supervision at a moderate level of complexity. Position requires an ability to meet deadlines while working within established policy and procedure guidelines.

- d) 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 health and welfare of others.
 - () 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 it reviewed for?
 Number Each Task and Indicate Percent of Time and Identify 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, incidental or minimal part of the position.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments: perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to an appropriate standard of conduct regarding the use of leave, reports to work on time and in the designated fashion.

| <u>No.</u> | <u>%</u> | <u>E or M</u> | |
|------------|----------|---------------|--|
| 1. | 50% | E | Process and reconcile procurement card payment in the SMART system. |
| 2. | 20% | E | Process accounts payable and accounts receivable functions for the Wichita Region using the Statewide Management Accounting and Reporting Tool (SMART). Most tasks will be performed as a back-up to either of the other Accounting Unit staff. Work includes processing Purchase Orders for Administrative Payments, obtain W-9's for new vendors, tracking payments thru the warrant process, reconciling bank statements, and processes travel reimbursement vouchers. This position will have the SMART roles of Customer Creator, Vendor Processor, Accounts Payable Processor, Expense Processor, and Expense Proxy. |
| 3. | 20% | E | Processes travel reimbursement vouchers for employees. This involves checking the vouchers for completeness, making necessary corrections and entering the voucher in SMART for payment. |
| 4. | 10% | E | Other duties as assigned. |

22. List the consequences of not performing the essential functions of this position as identified in Section 21.
 Failure to properly perform the duties could result in inappropriate use of federal or state funds and delayed payments to providers. Delayed payment to providers can have a major impact on the ability of providers to carry out the social services mission.

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 on this position.

Title **Position/KIPPS Number**

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?
 Work requires much contact with other employees throughout the agency, outside vendors, and some client contact. Good customer service skills are needed in this position.

25. What hazards, risks or discomforts exist on the job or in the work environment?
 The work environment involves normal everyday hazards or discomforts of offices, meeting and training rooms. Comfortable levels of temperature, ventilation, and lighting are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote.

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

Daily use of: Telephone, Calculator, PC, Copy Machine, Printers, Fax Machine

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.
See Classification Specs

28. SPECIAL REQUIREMENTS

- A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).
NA
 - 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.
NA
 - C. List preferred education or experience that may be used to screen applicants.
College coursework in accounting curriculum, work experience in accounting department, work experience using a mainframe accounting system, work experience using Excel or other spreadsheet, work experience using word processing software, work experience using QuickBooks accounting software.
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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).
NA

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

PART IV-Signatures

Signature of Employee Date

Signature of Office of Human Resources Date

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date