

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 DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (x) EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number K0210190		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Management Systems Analyst I		
3. Division Kansas City Region			12. Proposed Class Title		
4. Section Prevention and Protection Services (PPS)			13. Allocation		
5. Unit PPS/FACTS		14 (a). Effective Date 8/10/09		14 (b). FLSA Code	
6. Location (address where employee works) City Overland Park County Johnson			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 (circle appropriate time) From: 8:00 AM To: 5:00 PM			17. Position Reviews Date: _____ By:		

PART II - Organizational Information

Area for use by Personnel Office

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

This position is essential to the operational practices, procedures and activities in the ongoing evaluation, and development of plans for the utilization of Family and Children Tracking System (FACTS) within the 5 counties of the KC Region. Directs the complex FACTS data entry process necessary to maintain the accuracy of data that is reported to the federal government. Directly responsible for interpreting complex technical guidelines, regulations, and policies to continually improve the processes and procedures of the FACTS data entry process. Directly supervises and provides support for all KC FACTS data entry staff and has leadership responsibility for processes and procedures outside the unit to ensure efficient work flow. Provides leadership and oversight in the implementation of information management practices and procedures within the region that guarantee compliance to policy. Develops the coordination of FACTS program within the region and provides daily program administration.

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: Trish Hampton **Title:** Prevention & Protection Services Program Administrator **Position Number:** K0157324

Who evaluates the work of an incumbent in this position.

Name: Trish Hampton **Title:** Prevention & Protections Services Program Administrator **Position Number:** K0157324

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 responsible for all support and program activities concerning the FACTS data base and data entry process, including all staff management of process. Assigned work is completed using considerable independent judgment and initiative. Work is reviewed periodically for progress and conformance to established policies, procedures and regulations. Instructions are received from the supervisor as needed. Decisions are made with the framework of established policy and regulatory guidelines, but process improvements are enacted upon after the approval of the supervisor

- 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.
 - (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 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 OR M	
1	50%	E	<p>In addition to the tasks below, the incumbent is expected to demonstrate a commitment to customer service and integrated service delivery. The incumbent will participate fully in integrated service team activities and work effectively with all other divisions to provide a harmonious work environment that is conducive to improving agency outcomes, office operations and a productive working relationship with the community. This position may be required to provide coverage in other service centers within the region.</p>
			<p>Program Monitoring Plans, develops and coordinates the region’s procedures and processes of inputting information into the state’s child welfare Information system (FACTS) This duty is performed by reviewing and analyzing agency policy, current practices/ procedures, and statistical data, in order to develop an operational plan enabling the region to meet state standards. This position advises and trains program staff regarding prescribed standards and procedures, evaluates activities and implements procedures to increase efficiency. Interprets federal and state policies, regulations, and statutes in order to make continual improvements to processes and procedures. Ensures Social Service units adhere to the FACTS system federal guidelines and requirements. Monitors and ensures agency policy and procedures related to information systems unitizations are within compliance standards. Analyses, reviews and implements procedures regarding standards of practice. Interfaces with information resource management both at Central Office and within the region to gather data, study processes, identify problems and improve the use of technological tools for the analysis and formulation of improved operating solutions. Ensures communication with central office and regional staff is coordinated. Attends all Performance Improvement, Social Service, and KC management meetings to formulate KC procedures, determine operations needs and propose revision to policies and processes in support of KC and SRS vision, mission and goals.</p>
2	20%	E	<p>Program Quality Management Oversees Adoption and Foster Care Analysis and Reporting System. (AFCARS) and National Child Abuse and Neglect Data System (NCANDS). Completes internal case reads in accordance with AFCARS and NCANDS federal guidelines and regulations to ensure KC Region is in compliance with the federal standards. Main contact for KC Region during AFCARS federal audit. Reviews and analyzes the implementation of practices within the region as they relate to the utilization of information systems. Provides oversight, advises and trains program staff. Evaluates and implements change as needed to the availability and adequacy of unit processes. Establishes a system to detect inefficiencies in data entry process, determines improvement areas, and makes changes to correct deficiencies. Coordinates with staff to assure that information is being timely and accurately input into FACTS. Consults with regional and central office management to provide statistical data. In conjunction with central office staff, researches and analyzes data to develop and maintain program requirements.</p>
3	20%	E	<p>Management of Human Resources Coordinates all FACTS data entry processes by supervising, recruiting, selecting, assigning, and evaluating staff in compliance with Human Resource regulations to maintain a competent workforce. Assigns work, establishes priorities for completion of work, and provides guidance and final determination of work quality. Establishes performance expectations in collaboration with each staff member and provides them with timely feedback on work performance. Documents and takes disciplinary actions, as needed. Works closely with the KC HR department on all employee disciplinary actions and hiring procedures. Resolves complex problems by encouraging creativity, teamwork, employee involvement, and performance improvement techniques. Makes maximum use of existing staff by effective task assignment to ensure the duties of the unit are completed with existing resources. Determines if unit resources are adequate to meet the unit needs.</p>
4	10%	E	<p>Training Uses report information generated by CFS central office and KC to review and identify training needs. Provides training for regional social service and contract staff related to the unitization of the information systems. Collaborates with social service and contract staff to identify and develop training to meet the need of social service staff. Works with social service supervision to identify training needs within the social service units and in the development of management information resources available through the agency’s information systems.</p>
			<p>All other duties as assigned.</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.

Failure to maintain the FACTS System could have an impact on receipt of federal funds, compliance with American Civil Liberties Union settlement, the Adoption and Foster Care Analysis and Reporting System (AFCARS), Kansas Legislative Post-Audit, and the National Child Abuse and Neglect Data Systems (NCANDS). Failure to provide accurate and timely case management, documentation, and/or clerical support services would result in the work of the team being impeded, would place the agency out of compliance with requirements of law or procedures, and could ultimately impact the receipt of federal funds.

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
Human Service Assistant	K0163172
Human Service Assistant	K0061895
Human Service Assistant	K0077984
Human Service Assistant	K0162814
Human Service Assistant	K0216729
Human Service Assistant	K0163204
Human Service Assistant	K0164196
Human Service Assistant	K0163179
Human Service Assistant	K0162816
Human Service Assistant	K0163096

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

This position requires contacts with contracting agencies, other providers, DCF social workers, and Children & Family Services Central Office Staff to receive information to coordinate service delivery.

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

The employee may experience stress resulting from meeting deadlines and use of office equipment on a repetitive basis. Long periods of time may be spent working on a computer. This position requires travel throughout the 5 counties in the KC Region on a regular basis.

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.

Extensive use of automobile and telephone. Daily use of general office equipment and computers and State Vehicles.

PART III - Education, Experience and Physical Requirements Information

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

One year experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.

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).

None.

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.

None.

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

Previous supervisory experience or Program knowledge and experience in FACTS information system and agency policies and procedures.

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

Essential duties require the mental and/or physical ability to access, read, and use computer systems and effectively communicate with others orally and in writing. Significant time is spent on the telephone and/or on e-mail with internal/external customers. Extended periods of time are spent utilizing the personal computer. Work outside of normal working hours and occasional overnight stays is required. Travel within the Kansas City Region and throughout the state is necessary. Physically have the ability to on occasion do light lifting.

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 instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date