

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 Office of Personnel Services. CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION <input checked="" type="checkbox"/> UNCLASSIFIED				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. K0214663	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Assistant Regional Director of Operations	
3. Division Kansas City Region			12. Proposed Class Title	
4. Section Administration	For Use By Personnel Office	13. Allocation		
5. Unit Operations		14. Effective Date		
6. Location (address where employee works) City: County:		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. 100 % Regular X		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		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? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Who evaluates the work of an incumbent in this position?

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 with extensive latitude for use of independent decisions in accordance with laws, rules and regulations. Work is reviewed through conferences, reports and evaluated on the basis of results achieved. Assignments are generally given as goals or broad directives without detail.

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 and Identity 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 of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in 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 person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
45%	E	<p><u>Operations Coordination</u></p> <p>Plans, develops and manages the regional budget in collaboration with regional leadership and Office of Financial Management. Analyzes expenditures, management and policy issues, and program operations for budgeting and planning purposes. Plans, develops and directs internal administrative controls in order to protect the assets of the agency. Develops and implements controls for financial resources, equipment and supplies. Formulates and implements controls regarding purchasing of goods and services and the payables function for the region. Develops and implements procedures to assure the fiscal integrity of complex financial systems, cash management of local funds, administrative payments and DCF contracts.</p> <p>Plans and directs regional facilities management function to assure adequate resources for regional operations. Responsibilities include lease negotiations, space planning, contractual service procurement, building security and the acquisition, maintenance and inventory of agency assets. Coordinates compliance with federal, state and local laws and regulations related to safety and accessibility.</p> <p>Develops, implements, and administers the regional Risk Management program in conjunction with the legal and information technology departments in order to maintain a continuum of services using workable contingency plan that protects personnel, equipment, and mission critical information (files, computer data, etc.) during periods of unusual circumstance or disaster. Oversee, educate and update the COOP plan for the region.</p>
25%	E	<p><u>Regional Management Team Functions</u></p> <p>Collaborates with regional management team members, as well as the Administrative Services Department, to assist and support the Regional Director to develop short and long term strategic plans including the allocation of resources, establishment of objectives, and strategies to accomplish goals. Formulates local procedures; interprets, directs, and/or coordinates policies and guidelines through community partners, providers, other agency managers; ensures compliance with agency policies as well as state and federal law. Establishes and/or approves operating procedures, objectives and goals within broad agency and regulatory guidelines.</p>
30%	E	<p><u>Human Resource Management</u></p> <p>Provides leadership, guidance and direction to the Operations Division staff, Facilities Manager and Fiscal officer in all matters involving program administration and management in the Kansas City region. Ensures recruitment, selection and hiring actions meet civil service guidelines and personnel rules and regulations.</p> <p>Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable and reasonable.</p>

Addresses performance or behavior issues in a prompt manner according to personnel rules and regulations.

Effectively uses available tools to address poor performance, takes disciplinary action when appropriate and documents consistently.

Actively supports the development of knowledge and skills to perform at a high level.

Ensures necessary training and resources are available and used promptly.

Creates and values a learning environment and provides recognition for efforts of others when high or improved performance is attained.

Maintains an efficient compliment of staff and increases staff productivity by using personnel management, orientation and knowledge of state personnel policies and practices.

Works with Facilities Managers to evaluate program changes and outcomes to identify training needs in order to effectively implement policies, programs and procedures. Ensures that the division has appropriate staff training mechanisms to assist new staff orientation processes as well as to train staff regarding changes in policy, processes or procedures.

All tasks are reviewed by Administrative Services division working in collaboration with the Regional Director through conferences, reports and on the basis of results achieved.

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.
 - (X) 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.

Name

Title

Position Number

Fiscal Services Manager

Facilities Manager

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 health 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.

Management duties not performed satisfactorily could result in the loss of federal funds and agency liability. Clients and agency programs would suffer financial hardships. The functions of a major office or the area could be disrupted. The state and agency could be subjected to lawsuits. Staff and clients could be placed at risk.

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

Public contact including phone and in person contact with community leaders, businesses, other agencies and the public occurs daily as part of program administration and planning functions. These contacts are for the purpose of providing, or obtaining, information regarding program operations; sharing information related to cooperative efforts; and participation in community workgroups, forums and events. Contact is made daily with regional office management, supervisors and line staff. Regular contact occurs with Central Office staff, both to provide and obtain information. Discretion must be used in all contacts with public to prevent breach of confidentiality.

If bi-lingual, staff will be expected to utilize their skill when in contact with clients, employers, other social service agencies, community resource agencies, and the general public. This includes assisting other programs within DCF when requested.

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

The work environment includes normal hazards and discomforts typical of an office setting. Risk encountered in normal travel is possible. The risk of legal liability is present. Stress could result from the volume of work and from responsibility. There are possible dealings with irate or abusive callers, visitors, clients or staff.

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

Daily use of personal computer and other office automation equipment, telephone/fax machine, copier, motor vehicle

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

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

Education - General

Four years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Must maintain a valid Driver's License.

Special knowledge, skills and abilities

Preferred: Experience in operations of a large corporation, agency, or public program administration and/or organizational management. Experience with large operating budgets.

Required: Ability to communicate effectively in written and verbal format.

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.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or

Date

Appointing Authority