

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.

Agency
Number

CHECK ONE: NEW POSITION EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number 27100		
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division Family Services		12. Proposed Class Title Public Service Executive I – Unclassified			
4. Section Prevention and Protection Services	For	13. Allocation			
5. Unit Central Office – Programs		Use	14. Effective Date		
6. Location (address where employee works)		By	15. By	Approved	
City Topeka County Shawnee					
7. (circle appropriate time) <input checked="" type="radio"/> Full time <input type="radio"/> Part time		Personnel	16. Audit		
Perm. Inter. %	Date:		By:	Date:	By:
8. Regular hours of work: (circle appropriate time) FROM: 8:00 <input checked="" type="radio"/> AM <input type="radio"/> PM To: 5:00 <input type="radio"/> AM <input checked="" type="radio"/> PM		Office	17. Audit		
		Date:	By:	Date:	By:

Position
Number

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:

The child welfare contracts entered into July 1, 2013 require DCF to increase efforts in monitoring provider outcomes and following up with providers and DCF staff to improve the services provided to families served through the Family Preservation contracts. The responsibilities include evaluating program effectiveness, directs preparation of reports, conferring with providers, DCF staff and DCF management to discuss problems and strategies relating to the administration of Family Preservation services in addition to monitoring Family Services provided throughout Kansas.

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
Susan Gile	PSE II – Family & Community Supports Administrator	K0172791

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Susan Gile	PSE II – Family & Community Supports Administrator	K0172791

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 direction requiring foresight, initiative and exercise of independent judgment. Verbal and/or written assignments are general and outcome oriented, allowing for, and requiring, the employee considerable latitude for independent judgment.

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	This position provides planning, implementation and coordination of privatized Family Preservation contracts within all DCF Regions and Family Services provided in each DCF Region. Coordination includes interactions with DCF staff, community partners and community stakeholders.
1. 40%		<p>Program Development - Family Preservation and Family Services:</p> <ul style="list-style-type: none"> • Identifies program goals, determines options and initiatives to meet these goals in accordance with the objectives and priorities of the mission of the agency. • Conceives, develops, and directs implementation of programs or systems for meeting customer needs, achieving program goals or satisfying federal and state mandates. • Reviews data and reports for policy implications analyzes and draws conclusions from various information sources and develops new or amended policies as needed.
2. 20%		<p>Program Management - Family Preservation, Family Services and ICPC:</p> <ul style="list-style-type: none"> • Develops written instructions for program operations in the form of policies and procedures. • Meets with regional staff regularly to identify strengths and weaknesses of program implementation. • Works with provider staff and administration to continuously improve program outcomes and customer satisfaction. • Institutes corrective action when needed and evaluates results focused on desired outcomes. • Coordinate Family Preservation, Family Service and ICPC program with other agencies and groups to ensure mutual goals are effectively met and service delivery is achieved in an efficient manner. • Collaborates with other DCF program managers and managers in other state agencies to maintain knowledge of other programs and joint initiatives. Ensures policies and procedures developed meet the goals and objectives of all parties. • Ensures administration is aware of emerging issues affecting programs administered by this position. Develops course of action and recommends solutions as appropriate.
3. 15%		<p>Manages, directs and monitors federally funded grants and contracts related to intake and assessment prevention services.</p> <ul style="list-style-type: none"> • Communicates and coordinates with agencies and systems in Kansas regarding grants and contracts and monitors and implements changes in federal regulations as necessary. • Assures that the goals and outcomes of individual projects are being met and that federal and state guidelines and regulations are followed. • Ensures state regulations, policies and laws are consistent with the federal guidelines and advocates for changes when appropriate. • Directs, leads and provides technical assistance to, and monitors statewide community programs funded by each of the federal and state grants. • Designs, develops and coordinates the issuance and review of Requests for Proposals. Assures each individual program is outcome oriented in their service delivery.
4. 15%		<p>Program Coordination - Family Preservation and Family Services:</p> <ul style="list-style-type: none"> • Coordinates Family Preservation and Family Services programs with other agency managers with outside agencies and groups to ensure achievement of mutual goals, program integrity and effective

5. 10%		<p>service delivery.</p> <ul style="list-style-type: none"> • Collaborates with federal agencies such as the Administration for Children and Families, CAPTA, Bureau of Indian Affairs, and other groups such as the American Public Human Services Associations, and the Child Welfare League of America. • Collaborates with managers of other state agencies, other divisions with DCF and other interest groups and agencies to facilitate proper management of joint initiatives and programs to review and develop policies of mutual concern, and to achieve the goals and objectives of the department. • Advises higher level executives of emerging issues affecting the programs administered by this position and identifies or develops course of action and recommends solutions as appropriate. <p>Input on Contract Management - Family Preservation:</p> <ul style="list-style-type: none"> • Coordinates with private contractors on contract issues. • Assures follow-up occurs by internal DCF units and contractors. • Develops and issues information and directives to DCF offices and contractors regarding Family Preservation policy and contract issues. • Develops and maintains monitoring protocols for use in evaluating contractor performance and achievement of outcomes. • Compiles information for use in contract renewal. • Researches, coordinates and provides program context for RFP's in contract renewals.
--------	--	--

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.
 - () 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
-------------	--------------	------------------------

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.

Failure to perform duties could result in potential loss of and/or wasteful expenditure of funds, impede service delivery to clients, disable private agency operations, and put this agency in jeopardy of legal action.

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

Regular and frequent contact with public officials are a necessary part of the application for, monitoring and management of the many and varied grant projects with this position. The employee maintains regular contact with Federal officials on the grant requirements, including required participation in policy and program planning with the federal office.

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

The overall administrative program responsibilities involve stress on a daily basis resulting from volume of tasks and coordination with responding to request for guidance received from contract providers and DCF staff. Normal risks associated to working in an office environment. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences and providing supervision to staff at multiple locations.

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

Daily use of computer, e-mail, laser printer, telephone, fax, copier, and general office equipment. Occasional use of a vehicle is required for travel in and around the State.

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 –

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

One year 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.

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. It is preferred the successful will possess a minimum of a Bachelor's degree in Social Welfare and is licensed by the BSRB. Additionally, it is preferred the successful applicant has been an employee of PPS a minimum of two of the last five years.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date