

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: NEW POSITION EXISTING POSITION UNCLASSIFIED

Agency
Number

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

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|--|---|--|---------------------------|--|
| 1. Agency Name Department for Children and Families | | 9. Position No. K0226135 | 10. Budget Program Number | |
| 2. Employee Name (leave blank if position vacant) | | 11. Present Class Title (if existing position) Organizational Health & Development Director | | |
| 3. Division Administration | | 12. Proposed Class Title | | |
| 4. Section | For Use By Personnel Office | 13. Allocation | | |
| 5. Unit | | 14. Effective Date | | |
| 6. Location (address where employee works) City Topeka County Shawnee | | 15. By | Approved | |
| 7. (circle appropriate time) Full time X Perm. X Inter. Regular X | | 16. Audit Date: By: Date: By: | | |
| 8. Regular hours of work: (circle appropriate time) FROM: 8 AM To: 5 PM | 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:

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

Megan Dodge Deputy Secretary of Operations

Who evaluates the work of an incumbent in this position?

Name Title Position Number

Same as above

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.

The employee has significant latitude in carrying out the functions of this position. Work is performed under general direction and requires considerable initiative and exercise of independent judgment. Assignments are general and time frames are often short. Completion of assignments requires incumbent to work collaboratively with staff and apply knowledge of management and team development best practices, social programs, federal/state laws and regulations and Department for Children & Families policies and procedures.

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> |
|--|--------|--|
| 20% | E | <p>This position oversees the office of Organizational Health & Development, which is responsible for enhancing the capacity of the Department for Children & Families through a comprehensive strategy for professional and organizational development to help achieve DCF's priorities. Exercises strategic leadership to create and sustain a culture of leadership at all levels throughout the agency, as well as programs to advance best practices such as innovation. Works with leadership in the agency to identify needs and opportunities and make recommendations for employee development related activities and strategies to support agency priorities. Develops outcomes and provides regular updates on progress. Exercises supervision over staff and makes strategic decisions on behalf of the agency.</p> |
| 35% | E | <p>Training/professional development: Develop and implement a professional development/training and program. Manages agency wide training/development activities for DCF, including the learning management system Pathlore, agency management/leadership programs, grants & contracts for research and development, agency-wide new employee training and safety trainings for all staff. Identifies best practices and opportunities to support agency personnel with professional development.</p> |
| 20% | E | <p>Employee engagement: Develop and implement a comprehensive plan for employee engagement, working in tandem with DCF divisions including Personnel Services. Align various employee engagement activities throughout the agency.</p> |
| 15% | E | <p>Participate in meetings, taskforces and workgroups both internally/externally while demonstrating leadership in carrying out and communicating the goals and priorities of DCF/Organizational Health & Development. Provides leadership support to agency staff in cross-functional projects, both as lead/facilitator or as participant. Consult with DCF divisions to collaboratively identify opportunities for improvements.</p> |



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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.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

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

This employee will have regular contact with DCF staff, the public, internal and external stakeholders, and other state and federal officials. The incumbent must always maintain professionalism and be prepared to represent the agency's priorities with internal and external partners.

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

The overall administrative functions of the position involve mental and emotional stress on a daily basis resulting from the volume of tasks and coordination and responding to the requests for guidance from DCF staff, the public and other stakeholders. 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.

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

Computers, cell phone, data systems, are all used daily; vehicle is used occasionally.

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

Bachelor's degree from an accredited university in Organizational Leadership Studies, Professional/Employee Education, Educational Technology, Human Resources Management or related field.

Education or Training - special or professional

Preferred – master's degree in the above fields of study.

Licenses, certificates and registrations

Must maintain valid driver's license.

Special knowledge, skills and abilities

Demonstrates knowledge of management and leadership best practices and demonstrate ability to implement these best practices.

Knowledge of project management principles.

Ability to analyze organizational culture and needs, complex systems/organizations and make recommendations.

Ability to supervise staff and serve as lead and/or facilitate collaborative, complex projects.

Strong public presentation and writing skills.

Experience in leadership, organizational culture, workplace education or professional development research and analysis.

Experience - length in years and kind

Required - At least seven years of progressively responsible experience working in the nonprofit or government sectors, or demonstrated experience working collaboratively with those sectors; OR at least seven years working in or directly with organizational development, organizational health, employee engagement, personnel training programs, human resources management or related area.

Preferred - At least three years of supervisory experience.

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
Appointing Authority

Date