

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

Agency
Number

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. K0226892 | 10. Budget Program Number 629-20211 | | |
| 2. Employee Name (leave blank if position vacant) | | | 11. Present Class Title (if existing position) unclassified | | |
| 3. Division Family Services | | | 12. Proposed Class Title | | |
| 4. Section Economic and Employment Services | | For Use By Personnel Office | 13. Allocation | | |
| 5. Unit Benefits Section | | | 14. Effective Date | | |
| 6. Location (address where employee works) Topeka Shawnee City County | | | 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/PM To: 5:00 AM/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 |
|----------------|-------------------|-----------------|
| Sandra Kimmons | Benefits Director | K0222302 |

Who evaluates the work of an incumbent in this position?

| Name | Title | Position Number |
|----------------|-------------------|-----------------|
| Sandra Kimmons | Benefits Director | K0222302 |

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.

Employee is expected to complete work in a timely manner with general instructions. Detailed instructions are given for certain special projects. The employee is expected to complete work as assigned with final approval of the requesting professional. In most cases, work assignments are broad with only general direction regarding anticipated outcomes provided. Employee must use considerable judgment and discretion.

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 | | <p>Program Management</p> <p>Identifies goals and determines program options and initiatives to meet these goals in accordance with the objectives and priorities of the federal requirements, the Governor, the legislature and the mission of the agency.</p> <ul style="list-style-type: none"> - Prepares reports summarizing findings and recommends to management changes in programs, structure, methods, policies, procedures and practices of significant impact. - Develops system and technology recommendations to realize improved efficiencies and enhance customer's experience. - Oversees federal audits and reviews - Advises management of details/options regarding the implementation of programs or systems for meeting customer's needs, achieving fiscal goals, or satisfying federal and state mandates. - Identifies need for legislative and regulatory action and prepares enabling legislation or regulations as necessary to effectuate program or policy decisions. - Develops the LIEAP State Plan and updates each year as required by federal law. Submits documents to meet federal guidelines. - Develops operating and program plans. Oversees implementation of approved plans and policies through written and verbal directives to LIEAP field management and community partners. - Develops recommendations and testimony to the state legislature which includes advocating for new program initiatives and agency priorities. - Identifies areas needing improvement and proposes corrective action when needed. <p>Program Coordination and Consultation</p> <p>Coordinates the LIEAP program with the regional LIEAP management, LIEAP regional liaisons, LIEAP site manager, public/private sector, other agency managers, and with outside agencies and groups to ensure achievement of mutual goals, program integrity, and effective service delivery.</p> <ul style="list-style-type: none"> - Collaborates with managers of other state agencies such as the Kansas Housing Resources Corporation, other divisions within DCF, and other interest groups and agencies such as the Kansas Corporation Commission and utility companies 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, federal agencies, such as the Administration for Children and Families and other groups such as American Public Human Services Association, and the Midwest Governors' Association to help shape policies and procedures <p>Program Oversight</p> <p>Provides coordination, oversight, and direction to the LIEAP site manager to ensure compliance with federal regulations and excellent benefit delivery. Reviews training for field LIEAP staff. Conducts onsite monitoring and tracks performance data to assure program delivery standards are being met and collaborates with site manager to develop corrective action plan when goals/objectives are not being met. Participates in information sharing with KCM regional management. Policy directives are given through the manual, program clearances, implementation memos, Summary of Change memos, and other official communication.</p> <p>Accept special assignments</p> |
| 40% | E | |
| 35% | E | |
| 20% | E | |
| 5% | M | |

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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.
- (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 essential functions could result in major program failure. Incorrect or untimely dissemination of policy information may result in loss of Federal funding due to non-compliance with federal regulations and requirements. It can also lead to incorrect and/or untimely benefit issuance to clients resulting in poor quality customer service.

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

Contacts are made with other employees on a daily basis to disseminate policy and program procedures. Frequent contact with the public includes: federal agency staff, federal and state legislators and their staff, various community agencies, utility companies and other vendors. Public speaking is sometimes required.

25. What hazards, risks or discomforts exist on the job or in the work environment? An employee in this position may be required to lift/carry/transport materials and equipment to meetings and conferences for distribution and presentation

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

Personal computer and related software, fax machine, printer, copier, and telephone daily

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.

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

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities
Bachelor's degree
Experience with Federal audits and reviews
Program Management
Knowledge of experience of LIEAP program

Experience - length in years and kind
One year of experience in planning, implementing and monitoring activities relevant to the agency's programs.

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.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

Signature of Personnel Official _____ Date _____
Approved:

Signature of Agency Head or _____ Date _____
Appointing Authority