

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. K0	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Assistant	
3. Division Central Office			12. Proposed Class Title	
4. Section Personnel and Prevention & Protection Services		For Use	13. Allocation	
5. Unit			14. Effective Date	
6. Location (address where employee works) City Topeka County KS		By Personnel	15. By	Approved
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 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:

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
Lisa Locke	Personnel Services Director	K0216533
Michael Myers	PPS Program Director	K0066868

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Lisa Locke	Personnel Services Director	K0216533
Michael Myers	PPS Program Director	K0066868

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 independently within established procedures, state and federal regulations and departmental policy. Assignments tend to be general in nature and require follow through usually requiring several steps. Work is reviewed through observation, results achieved and feedback conferences.

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	
1. 30%	E	<p><u>Personnel Services</u> Make copies and puts together training packets for personnel services related trainings. This includes checking with supervisor and trainers to ensure the most up-to-date materials are included in the packets as well as the material being in the correct order.</p>
2. 10%	E	<p>Work with Central Office Personnel Services, Pathlore Administrator and supervisor on maintaining the Department For Children and Families (DCF) training calendar as well as a calendar for non-DCF employees. At least monthly send the updated DCF training calendar to the Region Personnel Services Directors and Training Coordinators, as well as Central Office Personnel Services staff, supervisors and managers. Send the non-DCF training calendar to the Department of Administration Office of Personnel Services contact person.</p>
3. 10%	E	<p>Assist with handing out and gathering forms from candidates prior to their scheduled interview. Provide support to supervisor for filing and drafting letters as requested. Perform other tasks as assigned.</p>
4. 40%	E	<p><u>Prevention and Protection Services</u> Provide support to the Program Director to include scheduling meetings for the PPS Leadership Staff ; typing and document production; preparing agenda and taking minutes of scheduled meetings including weekly Leadership Team and Management Team Meetings; copying and collating reports and handouts for meetings; filing support for PPS Programs as necessary.</p>
5. 10%	E	<p>Will provide back-up to the Reception Desk to include: sending outgoing Interstate Comact for the Placement of Children (ICPC) mail, send outgoing Adult Protective Services registry checks and open and sort incoming mail, which is time sensitive; answer phone, sign for packages and distribute to appropriate staff and ensure Fed-Ex pick-up goes out by the end of the day; filing and pulling files; check out fuel cards and k-tags to traveling employees; archive adoption files; book conference rooms; greet guests.</p> <p>Note: The incumbent of this position has access to confidential employee information and access to protected health information (PHI) under the provisions of the Health Information Portability and Accountability 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 incumbent has been trained in the provision of the HIPAA Privacy Regulations and Personnel Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p>

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
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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.

As pertains to adoptions, untimely mailing or delivering of mail may slow down the process; staff won't have accurate information regarding meetings; candidates will not have accurate information; training information inaccuracies.

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

Contact with agency staff on a daily basis, and minimal contact with clients/guests.

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

General working conditions – working under florescent lights, computer work eye strain, working under deadlines, working with demanding public and irate employees can cause stress. Sitting for long periods of time, and bending and stooping is required for filing. Lifting training packets and boxes of training materials.

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

Computer, phone, copier, fax and scanner.

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

Six months of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

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.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date