

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.

1. Agency Name Kansas Department for Children and Families		9. Position No. K0233294	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Public Service Administrator		
3. Division Operations		12. Proposed Class Title		
4. Section Office of Financial Management	For Use By	13. Allocation		
5. Unit Federal Reporting 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. Part time Temp. % Regular	Personnel	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
Fred Halvorsen, PSE III	Federal Reporting Unit Manager	K0054889

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Fred Halvorsen, PSE III	Federal Reporting Unit Manager	K0054889

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.

- a) **Employee applies technical expertise under general supervision.**
- b) **Instructions consist of functional requirements allowing employee to determine methods to produce needed products.**
- c) **Functional requirements will be very specific. Methodology to produce those requirements will be up to the employee.**

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>
1 15%	E	<p>Maintains database system for random moment sampling of employee time to collect data on case mix of staff and contractors. Maintenance includes assuring work schedules and e-mail addresses are current and accurate through monitoring e-mail not delivered and changes reported by staff. This task also includes working with the vendor, ITS, and help desk to keep the system operational, and correct problems when they arise.</p>
2 10%	E	<p>Draws samples from the RMTS data base on a quarterly basis and validates the composition of the sample with the standards for job classes and funding pools to be included in the sample. Develop and post summary RMTS report data from sampling for support of cost allocation processes. Analyze trends to determine whether new RMTS program or activity codes need to be developed or definitions need to be refined. Documents operation of RMTS system including sample output, validation, sample results, and system manuals. Make recommendations for changes and meet with Central Office staff to formulate changes and identify or design new training materials.</p>
3 20%	E	<p>Validates responses of a portion of the RMTS sampled population by comparing the response to the code definitions to verify that the worker has selected the most appropriate program and activity codes based on their reported activities. Contact worker by e-mail or phone to obtain additional information needed to validate the response and train workers on how to code their activities.</p>
4 30%	E	<p>Supports RMTS respondents and coordinators by answering questions, providing technical assistance, and maintaining system documentation and manuals, resolving e-mail not delivered to assure the respondent receives notice of their inclusion in the survey and updating the database to correct the e-mail address. Includes pursuing and posting responses outside the prescribed response window, such as when sampled staff are on vacation or on sick leave, and assuring the number of responses are adequate to support statistical decision making as defined by the HHS Division of Cost Allocation.</p>
5 10%	E	<p>Monitor the KEES project staff time by pay period rather than quarterly. The KEES time is pulled every two weeks and is used to distribute the KEES payroll costs in SHaRP.</p>
6 15%	E	<p>Other duties as assigned. This position will be assigned cost allocation and Federal reporting duties as he / she becomes comfortable with RMTS tasks. Distributing region car costs will likely be the first such task.</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
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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.

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

Contacts are primarily for the purpose of obtaining data or assisting respondents to understand what information is needed. Daily contact by e-mail with DCF region time study coordinators and staff, as well as time study coordinators and staff of the foster care, family preservation, and child placing agency contractors. Contact with DCF IT staff and Sequoia technical staff as needed, primarily to restore lost email connectivity. Daily contact in person with co-workers.

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

The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms, or libraries. Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote.

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

Personal computer, telephone, copy machine and printer used on a daily basis.

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.

Six months of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. 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.

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