

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 UNCLASSIFIED

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. K0233979	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Executive	
3. Division EES			12. Proposed Class Title	
4. Section Strengthening Families		For Use By Personnel Office	13. Allocation	
5. Unit Child Care Provider Enrollment			14. Effective Date	
6. Location (address where employee works) City Wichita County Sedgwick			15. By	Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: AM/PM To: AM/PM		17. Audit Date: By: Date: By:		

Position
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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
Patricia H. Mitts	Public Service Executive II	K0072316

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Patricia H. Mitts	Public Service Executive II	K0072316

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, with considerable latitude for making independent decisions based upon general directions developed within EES Leadership and federal and state laws. Deadlines are stated and work assigned with minimal supervision. Work is assigned orally and in writing with a description of outcomes desired. Assignments are normally general, broad directives or expectations with minimal detail. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established. The employee is responsible for formulating and executing methods and procedures necessary for the unit's operation

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.

<p>No. Each Task and Indicate Percent of Time</p>	<p>E or M</p>	<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>
<p>25%</p>	<p>E</p>	<p><u>Management and Supervision of Child Care Overpayment Detection and Prevention Unit</u></p> <p>Responsible for the management and oversight of the Child Care Overpayment Detection and Prevention Program state-wide staff. Management of staff responsible for reviewing, educating, detecting potential Child Care (client and provider) fraud, determining overpayments (willful and non-willful) and making appropriate referrals for repayment.</p> <p>Responsible for personnel management of staff including conducting staff consultations, coaching and progressive discipline as appropriate.</p> <p>Reviews overpayments for compliance with policy. Reviews casework of Program Consultant I's for accuracy.</p> <p>Identify training needs and participates in the development and monitoring of appropriate staff PMP's and improvement plans.</p> <p>Will be responsible for communication and collaboration with Central Office and Regional DCF Office management regarding policies, procedures, etc.</p> <p>In-State Travel Required.</p>
<p>40%</p>	<p>E</p>	<p><u>Program Management</u></p> <p>Continually update and implement a procedure for reviewing Child Care Providers for agreement compliance. Continually update and implement a procedure for determining Child Care Client and Provider Overpayments (willful and non-willful) Continually update and implement a procedure that will insure that fraudulent claims are prosecuted through criminal or civil court actions or Administrative Disqualification Hearings. Continually update and implement a procedure that will insure that Providers and Clients are notified of non-willful overpayments and repayment action is initiated. Insure that the Central Collection Unit and Legal Department has the information necessary to collect on claims. Continually update and maintain a statewide mechanism to track the activities of the Child Care Overpayment and Detection Unit. Review Fraud Navigator Report from eFunds and assign cases as necessary.</p>

		<p>Review Child Care expunged benefit report for the state and adjust claims as necessary. Notify clients of reductions in debt. Analyze reports for trends, observations and recommendations. Identify areas needing improvement and propose a corrective action plan or policy change.</p> <p><u>Program Coordination and Consultation</u> Advises supervisor of emerging issues affecting the program. Identifies or develops a course of action and recommends solutions as appropriate. Collaborates with KDHE Child Care Licensing and County Health Departments Collaborates with Child Care Provider Food Reimbursement Programs Prepares statewide statistical analysis on inappropriate and fraudulent Child Care activities. Collaborates with Central Office Program Management and Regional Program Directors Collaborates with DCF Legal Department and Fraud Staff Collaborates with County Attorneys, such as the Sedgwick County DA's office, as necessary</p>
25%	E	
10%	M	<p><u>Miscellaneous</u> Perform other duties as assigned including collaborating with other agency and community partners, information or training to EES staff and/or management and reviews cases as requested due to various concerns.</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.
- (X) 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
Melissa Vo	Program Consultant I	K0226563
Patience Gonzales	Program Consultant I	K0226562
Kayte Thomas	Program Consultant I	K0226561

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.

Consequences of not performing the essential functions of this position are significant. Undetected concerns/issues could cause problems with the overall functioning of the projects and programs involved, and result in the potential of or misuse of funds going undetected. Failure to correctly evaluate the facility could lead to children being in a potentially unsafe environment. As this position does visits to providers and client's homes, an error in judgement could result in the employee suffering a serious injury.

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

Daily contact with contractors, consumers and agency staff will be required. Periodic contact with various state and community staff. Public Speaking may be required.

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

Employee will need to do visits to Child Care Facilities and client homes. There is the potential for physical harm if the employee is not aware of their surroundings and does not react appropriately. In the office, the employee will be required to do basic office work, sitting for long periods of time and work at a computer station.

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, scanner, telephone and printer are utilized 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.

Education – General

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.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

A minimum of 12 months experience in investigations, as an EES worker determining child care subsidy eligibility and/or supervision.

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