

# 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 1 - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name Department for Children and Families		9. Position No. K0242561	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Public and Governmental Affairs			12. Proposed Class Title: Government Relations Intern	
4. Section Government Relations		For Use	13. Allocation	
5. Unit			14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee		By Personnel	15. By	Approved
7. (circle appropriate time) Full time Perm. Inter. Part time x Temp. % Regular			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 10 AM To: 2 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 **Mike Deines** Title **Senior Director of Public and Governmental Affairs** Position Number **K0213280**

Who evaluates the work of an incumbent in this position?  
Name **Mike Deines** Title **See above** Position Number **K0213280**

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.

Intern will work under the direction of the director of public and government affairs and government affairs manager. Successful candidate will be trained on how to use legislative tracking tools such as KanFocus and the legislative website. Assignments will be assigned via email or verbally with specific instructions on what committees or bills need to be tracked.

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>
50%	E	Attend relevant committees and floor action including tracking and monitoring conference committees at the end of the legislative session. Draft comprehensive notes from committee meetings and floor action.
20%	E	Utilize KanFocus/Legislative website to track relevant legislation. Print/deliver testimony to committees.
20%	E	Partner with program staff to draft and review testimony.
10%	E	Attend weekly legislative team meetings.

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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.

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

Intern will have daily contact with legislators, stakeholders and other state agency officials in order to track bills and advocate for specific legislation based on agency priorities.

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

Long stretches of sitting.

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

Daily use of a laptop computer

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**PART III - To be completed by the department head or personnel office**

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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

High school graduate. At least two years of college courses in political science, law or pre-law, public affairs or communications.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**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.

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Signature of Employee

Date

Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

Signature of Agency Head or  
Appointing Authority

Date