

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. K0227379 | 10. Budget Program Number | For Use By Personnel Office | 11. Present Class Title (if existing position) PSA I 12. Proposed Class Title Management Analyst III 13. Allocation 14. Effective Date 15. By Approved 16. Audit Date: By: Date: By: 17. Audit Date: By: Date: By: |
| 2. Employee Name (leave blank if position vacant) | 11. Present Class Title (if existing position) PSA I | | | |
| 3. Division Economic and Employment Services | 12. Proposed Class Title Management Analyst III | | | |
| 4. Section Program Integrity | 13. Allocation | | | |
| 5. Unit Management Support Program Integrity | 14. Effective Date | | | |
| 6. Location (address where employee works) | 15. By Approved | | | |
| City Topeka County SN | 16. Audit Date: By: Date: By: | | | |
| 7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular | 17. Audit Date: By: Date: By: | | | |
| 8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM | | | | |

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:

This position is to manage a specialized unit which analyzes the organizational structures, administrative policies, and management systems of DCF regional offices in relation to implementation of EES programs, such as Food Assistance, TANF, and Child Care and Employment Services. This position is charged with the discerning the strengths and weaknesses within an office and preparing reports summarizing findings and recommending to management changes in organization, methods, policies, procedures, practices, or training to improve performance.

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 |
|------|-------|-----------------|
|------|-------|-----------------|

Melissa Vo **Program Integrity Asst Deputy Director** **K0237292**

Who evaluates the work of an incumbent in this position?

| | | |
|------|-------|-----------------|
| Name | Title | Position Number |
|------|-------|-----------------|

Melissa Vo **Program Integrity Asst Deputy Director** **K0237292**

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.

Assignments are broad in scope with only general direction regarding anticipated outcomes provided. Employee has great latitude in developing plans to carry out assignments and must have a multidimensional knowledge of agency programs. Analytical thought is necessary for dealing with complex data and situations. Work often involves a variety of unrelated processes. Several alternatives usually exist for approaching problems and carrying out assignments. 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 | 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 (HIPPA) 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> |
| 30% | E | <p>Management and Supervision of the Management Evaluation Program Integrity Unit.</p> <ul style="list-style-type: none">• Directs, supervises, and evaluates the work performed by the Management Evaluation unit.• Responsible for the training, and oversight of the Management Evaluation Program Integrity state-wide staff. Management of staff responsible for Reviewing organizational structures, administrative policies, management systems, and implementation of EES programs, policies, and procedures to assure adherence to federal and state guidelines and continued performance improvement.• Responsible for personnel management of staff including conducting staff consultations, coaching and progressive discipline as appropriate.• Reviews casework of MSA I's for accuracy and to ensure work and evaluations comply with the federal and state guidelines.• Fostering teamwork through a disciplined problem solving and decision-making approach, promoting positive organizational changes, and applying management tools and principles of organizational behavior suitable to public administration• Assesses staffing and reporting needs of the Management Evaluation Program Integrity Unit• Identify training needs and participates in the development and monitoring of appropriate staff PMP's and improvement plans.• In-State Travel Required. |
| 30% | E | <p>Program Management</p> <ul style="list-style-type: none">• Reviews and ensures organizational structures, administrative policies, management systems, and implementation of EES programs, policies and procedures in field offices adhere to federal and state guidelines and continuous performance improvement.• Reviews and ensures EES programs appropriately support program integrity, system integrity and financial accountability, adhering to policies, statutes, and federal regulations.• Evaluates and makes recommendations to management changes in organization, methods, policies, procedures, practices, or training to improve performance ensuring compliance with federal laws and regulations and overall performance.• Responsible for the development of the ME review plans, monitor review activities, and develops corrective action plans for submission to federal agencies.• Advises supervisor of emerging issues affecting the programs. Identifies or develops a course of action and recommends solutions as appropriate. Identify areas needing improvement and propose a corrective action plan or policy change.• Monitors the progress and the effectiveness of the agency's correction action in resolving the deficiency.• Supports EES programs by establishing procedures for and overseeing organizational audits and site visits. |

| | | |
|-----|---|---|
| | | <ul style="list-style-type: none"> • Assists with updating and coordinating the development and maintenance of Standard Operating Procedures for Management Evaluation Program Integrity. • Assists with updating and implementing training and procedures that will ensure continuous performance improvement adhere to federal and state guidelines. • Assists with updating and maintaining a statewide mechanism to track the activities and progress of the Management Evaluation Program Integrity Unit. • Review various reports including, but not limited to; to assign cases as necessary. • Analyze reports for trends, observations, and recommendations. • Oversees federal audits and reviews. • Serves as a steward of the automated case review (CARE) system. This requires working with the contractor on design, testing, updates, and problem resolution. Aids in contract negotiation. Assist the field and central office with questions and issues involving the CARE system. |
| 30% | E | <p><u>Program Collaboration and Consultation</u></p> <ul style="list-style-type: none"> • Participates in regular EES Administration and statewide management meetings and activities. • Confers with EES administrators and program staff to analyze, explain, interpret, and evaluate policies in relation to the accuracy and timeliness of various EES programs. • Will be responsible for communication and collaboration with Central Office and Regional DCF Office management regarding policies, procedures, etc. • Collaborates with federal officials, EES management, regional Program Administrators, Performance Improvement Directors, and training staff to coordinate program integrity efforts. • Provides input to program directors on issues of program and policy development and implementation and on performance improvement. • Attends training and participates in meetings to keep abreast of federal and state policy and program changes. • Develops and maintains working relationships with internal agency and department staff to assure proper management of joint initiatives, to review and develop policies of mutual concern, and to achieve the goals and objectives of the department to ensure program integrity and performance improvement. |
| 10% | E | <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> • Perform other duties as assigned. |

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 |
|-------------------|-----------------------------|-----------------|
| Sarah Morris | Management Evaluation MSA I | K0229975 |
| Darla Dooley | Management Evaluation MSA I | K0237243 |
| Lora Davis | Management Evaluation MSA I | K0227403 |
| Elizabeth Ahumada | Management Evaluation MSA I | K0228084 |
| Melinda Offield | Management Evaluation MSA I | K0229816 |

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.

Management Evaluation reviews are required by federal regulation. If the essential functions are not performed adequately, the agency's funding is placed in jeopardy. Failure to complete the essential functions of the position could result in a failure to meet federal requirements and subject the agency to a potential loss of federal funds. In addition, the agency's ability to monitor and improve the performance of agency staff in carrying out federal and state regulations, policies, and fiscal responsibilities related to public assistance programs would be seriously compromised.

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

Frequent contact with Family Services and EES leadership, regional management, EES staff, community stakeholders, and consumers to discuss agency operations and performance. Also has considerable contact with USDA federal partners to discuss reviews, findings, corrective action plans, and agency operations. Daily dissemination of information regarding state and federal regulations as well as agency programs, policies, and procedures.

Public Speaking may be required.

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

General hazards from an office environment. 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.

In-State travel is required.

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

Must be able to operate the following general office equipment/machines: computer, printer, fax machine, photocopier, scanner, calculator as these items are utilized daily. The position requires use of a vehicle to travel as needed.

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

Five years of experience in collecting, evaluating, studying or reporting on statistical, economic, fiscal/budget, legislative or administrative data. 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

At least 2 years of EES experience is preferred in determining and/or evaluation of a public assistance program; TANF, Food Assistance, Child Care, Employment Services.

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