

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

276

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KDOT Kansas Department of Transportation		9. Position No. K0243712 / 05-05-00-814	10. Budget Program Number 0130	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Specialist (AOM)(UNCL/NE)	
3. Division Field Operations			12. Proposed Class Title	
4. Section District 5	For Use By Personnel Office	13. Allocation		
5. Unit Area Five: Administration		14. Effective Date		
6. Location (address where employee works) City: Wichita County: Sedgwick		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 4:30 PM			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:

Provides direct support to administrators, supervisors, and their support staff. Advises and provides administrative support for the Area/Metro Engineer, staff and employees in areas including consumable supplies, payroll, personnel and fiscal processes. Maintains strict confidentiality relative to employee's benefits, pay and employee relations. Position is first point of contact at Area level for public and employees. Assists local governments, public and agency officials regarding Area issues.

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
Duane Flug	Metro Engineer (PCE II)	K0229276 / 05-05-00-801

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Duane Flug	Metro Engineer (PCE II)	K0229276 / 05-05-00-801

20. a) How much latitude is allowed for the 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) Position has great deal of autonomy in daily work tasks with minimal input from supervisor.
- b) Duties are completed as outlined by KDOT manuals, memos, and policies. Guidance and direction provided by Area/Metro Engineer the District Staff.
- c) Receives requests from Area personnel and District Staff. Amount of detail for each assignment varies. If necessary, prioritizing of assignments will be performed with counsel from Area/Metro Engineer and District HQ staff.

21. Describe the work of this position using the page or one additional page only.

No. %	E or M	This position is responsible to oversee established policies, procedures and regulations for all administrative functions at the Area Office level. Work is reviewed periodically by the Area/Metro Engineer or District Administrative Officer (PSA III). It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, performance objectives, midyear performance feedback discussions, timely performance reviews, coaching, discipline, and providing employee development opportunities for employees under your supervision.
1. 25%	E	Responsible for procurement activities for the Area in SMART financial system, which includes processing requisitions, vouchers and purchase orders as required. Responsible for verification and approval of Area requisitions, vouchers, purchase orders and Area procurement card transactions. Submits related and required documents for transactions. Prepare, review and submit all payment vouchers, including but not limited to travel, Personal Protective Equipment (PPE)/Tool/ CDL reimbursement vouchers, in accordance with established policies procedures.
2. 20%	E	Orients new hires regarding pay, benefits, policies and procedures so that all pertinent information is conveyed. Prepares and reviews required personnel documentation and submits to District for review, processing and entry. Maintains strict confidentiality regarding all personnel issues and transactions. Responsible for the interview process which includes scheduling and notifying qualified applicants, prepare and submit required forms to District HRP and may serve on interview team. May be requested to coordinate random drug tests and physicals with selected employee and see the appropriate documents are prepared.
3. 15%	E	Coordinates daily with area work units to maintain material and supplies, oversees Area stockroom to maintain inventory of stock and oversees the distribution of stock. Researches and uses independent judgment when ordering. Maintains consumable and capital inventory records by conducting inventory and physical audit checks as required. Records and makes appropriate adjustments of consumable inventory into KDOT's Customer Information. Control System Production (CICSP) system. Submit required reports for both consumable and capital inventory upon request. Checks inventory records in Crew Card for accuracy, including delivery ticket input by Supervisors.
4. 15%	E	Serves as liaison for the area office; communicates and responds to inquiries from the public, vendors, KDOT personnel, law enforcement personnel, and other state agencies concerning various issues including, but not limited to, road information, highway permits, employment applications, policies and procedures. Responsible for keeping Area supervisory staff informed of current and upcoming procedural changes. Responsible for Road Condition Reporting system (RCRS) entry and/or Alert Bulletins for public safety in the absence of the Area Superintendent and Area/Metro Engineer. <i>Work may be extended to 12 hour shifts as deemed necessary during emergency situations for communications activities or for inventory items.</i>
5. 15%	E	Responsible to oversee compliance to policies, procedures, and guidelines for Area personnel. Communicates pertinent information to the general public, staff and other employees. Provides assistance as needed and may serve as backup, retaining general knowledge of Construction Office duties and procedures. Verifies Area payroll by checking confirmation report for hours worked, holidays, stand-by, holiday overtime reporting, etc., to meet SHaRP interface deadline. Verify and record leave usage in personnel database. Check for accuracy of employee time in Crew Card, including leave usage, compensatory time earnings; Holiday credit, stand-by and emergency hours; and fringe benefits.
6. 05%	E	Enters and manipulates data and information in Personnel Database for HR and Fiscal (PPE) processing. Utilizes spreadsheets, word processing for recording and tracking HR and Fiscal data. Accesses and navigates SHaRP system and electronic personnel files for reviewing employee personal data, pay, and benefits. Supports assists and instructs area personnel in computer programs, self-service applications and electronic reports. Responsible as Learning Center Manager, to enroll employees in training classes and generates reports. Supports, assists, and instructs area personnel in computer programs, self-service applications, and electronic reports.
7.05%	M	Participates in meetings, seminars, workshops, conferences and in-service training sessions to improve knowledge, skills and maintain supervisory credits. Performs a variety of other administrative tasks independently including duties of Administrative Assistant as needed. Performs other duties as assigned.
	E	Must be capable of performing the essential physical functions detailed in Section 28.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation for qualified people with disabilities.

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 #
	Senior Administrative Assistant	K0239150 / 05-05-00-820
	Administrative Assistant	K0235003 / 05-05-00-816

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 the health 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.

Errors would normally result in monetary loss not in physical injury, i.e. consumable supplies damaged or penalties for late payment of bills. Loss of time for maintenance and construction work crews if required consumable supplies are not kept in stock. Final review is performed at the District HQ level before final processing occurs.

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

Daily contact with the public and various public officials due to the Metro/Area Engineers heightened responsibility in dealing with local governments, and other public and agency officials. Constant daily contact with employees and staff in the Area regarding their benefits, employee relation issues, etc., while maintaining confidentiality.

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

- ☐ Frequent exposure to extreme cold/heat/wet/humid conditions.
- ☐ Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
- ☒ Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
- ☐ Works in traffic.
- ☒ Other: Normal office environment; some hazards associated with work in storage yard and shop.

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

Daily – general office equipment: shredder, fax, scanner, copier, telephone, 2-way radio, personal computer, two-wheel dolly.
Occasionally – Automobile (for Area audits and training)

For more specific information on equipment used regularly please see Section 28.

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

Education or Training - special or professional

Licenses, certificates, and registrations

Employee must maintain a Class C Driver License

Special knowledge, skills, and abilities

Experience - length in years and kind

Minimum Requirements: Two years of experience in general office, clerical and administrative support work.
Education may be substituted for experience as determined relevant by the agency.

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.

ESSENTIAL PHYSICAL FUNCTIONS/DUTIES - Duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. All job duty physical demands are essential physical functions of this position, and the employee must be able to perform them.

Definition of Frequency:

Occasional= 1-33% (1 - 100 reps) Frequent= 34-66% (101 -500 reps) Continuous= 67- 100% (500+ reps)

Job Duty	Job Duty Physical Demands/Comments	Weight / Force	Frequency
Stock/ retrieve items from the storage room	Walk - To access items in storage room.	N/A	Occasional
	Stand - To stock items in storage room.	N/A	Occasional
	Climb, Stair - 4 Steps. To use a 4-step rolling shop ladder w/rails (like stair climb), to access items on higher shelves as needed.	N/A	Occasional
	Climb, Stairs - 12 steps, 1-2 times/year. To store file boxes in storage loft.	N/A	Occasional
	Lift – Floor to knuckle height - To move a case of paper 1-2 times/ week; To move items such as trash liners (25 lbs.), case of motor oil (25 lbs.)	50 lbs.	Occasional
	Lift, Floor to Shoulder – Floor – 51" ht; To move items such as washer fluid (8 lbs.), sign bolts (12 - 22 lbs.), signs (10 lbs.), etc.	20 lbs.	Occasional
	Carry - To store file boxes in storage area, 1-2 times a year. (100 feet)	35 lbs.	Occasional
	Carry - To move a case of paper 1-2 times a week Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk. (30 to 54")	50 lbs.	Occasional
Job Duty	Job Duty Physical Demands/Comments	Weight / Force	Frequency
Complete Inventory Audit (1-2 times a year)	Walk - Indoors and outdoors. To access all storage buildings, storage rooms, etc.	N/A	Occasional
	Stand - To count all inventory.	N/A	Occasional
	Climb, Stairs - 3 steps. To use a 3-step rolling shop ladder w/rails (like stair climb), to access items on higher shelves as needed.	N/A	Occasional
	Forward Bend - To view&/or reach items at low levels, on bottom shelves, etc.	N/A	Occasional
	Crouch &/or kneel - To view&/or reach items at low levels, on bottom shelves, etc.	N/A	Occasional
	Lift, Floor – Waist - To move items such as 5-gallon bucket of degreaser (40 lbs.), box of weed killer (50 lbs.), case of RainX (50 lbs.).	50 lbs.	Occasional
Job Duty	Job Duty Physical Demands/Comments	Weight / Force	Frequency
Measure the fuel levels (1 time/week)	Walk - To access fuel areas.	N/A	Occasional
	Stand - To check fuel levels, by inserting measuring stick.	N/A	Occasional
	Kneel or crouch - Less than 1 minute; To unlock/lock access to the fuel at ground level.	N/A	Occasional
	Lift, Horizontal - Floor to floor, to remove/replace the fuel lid.	20 lbs.	Occasional

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date