

# 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 & Families	9. Position No. K0231996	10. Budget Program Number	Agency Number
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Human Service Assistant		
3. Division Wichita Area Office	12. Proposed Class Title		
4. Section Programs/Operations	For	13. Allocation	
5. Unit	Use	14. Effective Date	
6. Location (address where employee works)  City Wichita      County Sedgewick	By	15. By	Approved
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. Unclassified      Inter. Part time      Temp.      %	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
Jennifer Clayton	Child Protection Supervisor	K0232745
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Jennifer Clayton	Child Protection Supervisor	K0232745

20. a) How much latitude is allowed to employees 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.

The individual in this position will be expected to function independently regarding day-to-day workflow. Employees will adhere to strict deadlines in completing much of the work, as it is time-sensitive in nature. Instructions are from manuals, regional director communications, and oral or written directions from the supervisor. Employees may be instructed through online training and hands-on training by shadowing an established employee. The unit supervisor will be available for consultation and direction. Assignments are given with enough detail for adequate completion of the task. This employee will be expected to be familiar with program policies and

will receive work assignments in the form of written or verbal communication. The employee may also be asked to assist with other teams' work assignments.

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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	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.  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.
1. 45 %	E	<b>Clerical Support</b>  Provide clerical support for agency. These tasks include: data entry into DCF computer systems or data bases, scanning customer's information into imaging systems, searching DCF computer systems as well other non DCF systems, greeting customers in the Region's Lobby areas, directing customer phone calls or maintaining case files.
2. 40%	E	<b>Administrative Support</b>  Assists Specialists with specific tasks such as labeling and organizing files, distributing faxes, mail and other correspondence. Answers the phones when needed. In addition, screens calls and visitors while providing information or direction for customers as needed. Completes templates, database tables and spreadsheets as needed.
3. 15%	E	<b>Other Duties</b>  Provides back up support for Specialists as directed, such as purchasing items for customers. Attends all training, unit meetings, individual conferences and work groups as required and assigned. Provides support in absence of other team members. Completes all other duties as assigned.

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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.  
( x ) 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.

Tasks not completed as assigned will impede the work of the team. Customers may not receive information or services in a timely manner and additional stress on customers may result. Late or omitted reports and/or forms place the agency out of compliance with laws, regulation or procedures.

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

Daily contact with employees, depending upon position, regular contact with consumers from the community and other agencies necessary to complete assigned tasks.

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

Stress when they come in contact with the general public and/or clients who may become hostile, angry or upset. Dealing with upset clients/the general public does have potential hazards.

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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:

Computer, Copy Machine, Calculator, telephone

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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

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Education or Training - special or professional

Education – General

High School diploma or equivalent

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Licenses, certificates and registrations

Valid Driver's License is required thru employment.

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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 \_\_\_\_\_