

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: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION <input type="checkbox"/> UNCLASSIFIED					
Part 1 - Items 1 through 12 to be completed by department head or personnel office.					
1. Agency Name Kansas Department for Children and Families		9. Position No. K0231997		10. Budget Program Number 29116	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Administrative Specialist	
3. Division Wichita Region				12. Proposed Class Title	
4. Section Strategic Operations		For Use By Personnel Office	13. Allocation		
5. Unit Fiscal Service/Operations			14. Effective Date		
6. Location (address where employee works) City: Wichita County: Sedgwick			15. By		Approved
7. (circle appropriate time) Full time Part time Perm. Temp. Regular		16. Audit Date: By: Date: By:		Position Number	
8. Regular hours of work: (circle appropriate time) FROM: 8 AM/PM To: 5 AM/PM		17. Audit Date: By: Date: By:			
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
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Kayanne Keltz

Public Service Administrator II

K0235229

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Kayanne Keltz

Public Service Administrator II

K0235229

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 given verbally and in writing with a general outline of work to be performed. Independent judgment is used to determine work sequences within established procedures, methods and policies. Work is periodically checked for progress, accuracy and conformance to established policies and requirements.

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>
40%	E	<p>Vendor Payments</p> <p>Processes vendors into the State accounting system to make them eligible for payments. Vendor information is obtained through a Federal W-9 form. Enters payment data for social program payments into the State system ensuring the proper coding of the program, account, funding, purchase order match and payment amount. Works with agency staff and outside vendors to obtain all required paperwork and documentation for payments. Provides back up coverage for administrative payments.</p>
20%	E	<p>Travel and Expenses</p> <p>Enters travel and expense reports into the state accounting system ensuring the proper coding of program, account, funding and payment amount. Make hotel reservations and assist with other travel arrangements and questions that may arise on an as needed basis following Agency policies and procedures.</p>
10%	E	<p>Procurement</p> <p>Enters purchase requisitions in the State accounting system, ensuring proper coding of the program, account, funding and contract number for use in processing payment to vendor.</p>
10%	E	<p>Procurement Card Reconciliation</p> <p>Complete internal auditing procedures to include verification of the agency P-card transactions and travel and expense reports. Collaborate with fiscal services team to make needed adjustments to internal policy and procedure.</p>
10%	E	<p>Inquiries</p> <p>Responds to inquiries from internal customers and external vendors regarding account and/or payment status in a timely and professional manner. Ensures customer service standards are maintained. Completes payment research as requested by supervisor.</p>
10%	E	<p>Other Duties as Assigned</p> <p>Assists with fiscal year-end close. Assists Fiscal Manager, Accountant I and Administrative Specialist with overflow as needed</p>

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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.
- (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.

Errors or interruption in work product will result in unnecessary delay of payments to vendor, clients, and employees and comprise the agency's ability to fulfill its mission.

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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 supervisory staff, vendors, client service providers, the public, and other employees is necessary to obtain or provide information, solve problems, and build consensus.

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

Stress, eye/wrist strain, extended periods of sedentary work, escalated situations requiring immediate action. Normal travel hazards associated with automobile travel.

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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: Phone, computer, copier, fax machine, printer, multiple database applications, and all other general office equipment.
Occasionally: state owned or rented vehicle.

This position works at a desk in an office setting, requires the use of a personal computer and telephone. Frequently interfaces with agency staff, the public, customers and vendors for the purpose of gathering and providing information. Travel throughout the state is occasionally necessary.

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.

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.

Education or Training - special or professional

Licenses, certificates and registrations

Must maintain a valid driver's license for duration of employment

Special knowledge, skills and abilities

***Ability to establish and maintain effective working relationships**

***Ability to communicate effectively both verbally and in writing**

***Ability to proofread and edit for grammar, spelling, syntax and style**

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- *Ability to compute, verify and compare figures
 - *Ability to detect discrepancies in information or records
 - *Ability to complete detailed work for extended time periods with occasional interruption
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Experience - length in years and kind

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

Preferred: Work experience with a mainframe accounting system, Excel, QuickBooks and word processing software. Work experience using State of Kansas computer systems SMART and/or KEES

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