

Position Description

effective: _____

Unclassified Position

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 058
CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION			
Part I - Items 1 through 12 to be completed by department head or personnel office.			
1. Agency Name Kansas Human Rights Commission	9. Position No. K0231824	10. Budget Program Number 01031	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Administrative Officer	
3. Division		12. Proposed Class Title	
4. Section	For Use By Personnel Office	13. Allocation	
5. Unit		14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:	

Position
Number
K0231824

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
Ruth Glover	Executive Director	K0060515

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Ruth Glover	Executive Director	K0060515

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.

Latitude, within agency guidance and practices, is given to this position to ensure all assignments are completed in a correct and timely manner. The employee is expected to work independently to ensure all tasks are completed in a timely and correct manner. When direction is given to this position, it is broad in nature and the incumbent is expected to work out the details and complete the assignment.

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	Provides a high level of service to internal and external customer in all job aspects. Maintains a positive attitude and represents the agency well in all interactions. Maintains harmonious relations.
45%	E	<u>1. Fiscal Management:</u> This position acts as the agency's daily fiscal administrator by ensuring that all bills are paid correctly and promptly. Coordinates with the SMART service center or makes entries in SMART. Pays interfund vouchers, including using KIRMS database. Makes all purchases in accordance with State of Kansas rules. Makes travel arrangements and prepares travel vouchers pursuant to State of Kansas rules. Makes deposits. Encumbers funds. Researches and resolves any discrepancies or errors. Other fiscal duties as assigned.
30%	E	<u>2. Human Resources:</u> Acts as the agency's personnel officer for the main office and two outlying offices. Responsible for all payroll, including time and leave, processing in a timely and accurate manner. Coordinates evaluations, processes FMLA requests, performs some KPERS entries, answers questions about group health insurance and provides open enrollment information. Answers personnel questions pursuant to agency policies or State regulations. Assists with the hiring process. Provides orientation for new employees. Answers questions about FLSA. Other HR duties as assigned.
10%	E	<u>3. Supervision:</u> Supervises two administrative support staff, including staff located outside the Topeka office. Serves as back up receptionist when other receptionists are not available. Directs callers to the appropriate staff and answers questions from the public.
5%	E	<u>4. Docketing and Case Processing:</u> Periodically performs docketing of KHRC complaints by accurately and efficiently entering information into a database or makes other data entry as directed. Performs merges into various letters and forms using a database and Microsoft Word. Uses Microsoft Office to send cases to Commissioners. May complete monthly reports or perform other duties as assigned to process or close cases.
5%	E	<u>5. Annual Employment Law Seminar:</u> Assists with the agency's annual employment law seminar by assisting with registrations, billing registrants, following up on unpaid registrations, overseeing the registration desk at the seminar, and other duties as assigned. Also assists with any other special events.
5%	M	<u>6. Other/Other Duties As Assigned:</u> Assists with Commission Board meetings. Provides computer and printer troubleshooting. Acts a contact for IT small agency support. Coordinates agency's files, including transfer to archives or destruction, per records retention schedules. Uses Skype to communicate with outlying office staff. Submits Topeka office maintenance requests. Performs other duties as requested.

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
	Administrative Specialist	K0062782
	Administrative Assistant	K0050416

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.

Minor error in judgment by this employee may result in some disruption in workflow, confusion for the agency employees or representatives from other State agencies, and the loss of management time to respond as necessary to correct the problem. A major error in judgment such as not processing payroll in a correct and timely manner could result in employees not being paid on time. Not paying agency bills in a correct and timely manner could result in litigation against the Commission, and considerable loss of management time to respond to and rectify the situation, if possible, as well as creating a bad reputation for the agency.

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

This incumbent is in daily contact with other employees of the agency, including members of management, and representatives of other State agencies. The purpose of this contact is to coordinate work, gather information, and to explain, interpret and discuss applicable regulations, statutes, and agency procedures or policies. Other daily contact with Complainants, general public, government officials, representatives of business and industry, and members of the legal profession. The primary purpose of this contact is to answer basic questions regarding the KHRC intake, complaint and investigative process and/or transfer the individual to an appropriate staff member. Monthly contact with KHRC Commissioners with the primary purpose to provide information and answer questions regarding travel and other matters related to monthly Commission meetings.

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

This employee must act in a professional manner at all times. Stress from multi-tasking and meeting deadlines. Eye and muscle strains from long periods of computer and telephone use. Other hazards common to working in a State office building. This employee may be required to do some limited traveling and, therefore, is exposed to all the risks related to such travel.

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

Daily use of telephones, copy machine, TDD, fax machine, computers, printer, and scanner.

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

Four years of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Experience with all State of Kansas fiscal and human resource software, and administrative websites (SMART, KIRMS, SHARP, health insurance, KPERS, etc.)

Licenses, certificates and registrations

Special knowledge, skills and abilities

- Prefer experience with all State of Kansas fiscal and human resource software and administrative websites (SMART, KIRMS, SHARP, health insurance, KPERS, etc.)
- Ability to work independently and be a self-starter.
- Ability to communicate effectively orally and in writing.
- Ability to complete accurate, error-free work. Ability to recognize and fix errors without direction.
- Ability to develop positive strategies to meet goals and objectives.
- Ability to work well with others, including resolving matters in a positive and harmonious manner.
- Ability to meet deadlines and multi-tasking with multiple work duties.
- Demonstrated proficiency in word processing, e-mail, and database software, specifically Microsoft Office Word, Outlook, Excel and Access. Ability to learn and accurately complete data entry in agency specific databases.

Experience - length in years and kind

Prefer one year of supervisory experience.

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.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date