

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.

<p>No. Each Task and Indicate Percent of Time</p>	<p>E or M</p>	<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>
<p>35%</p>	<p>E</p>	<p>This position is also expected to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Demonstrate leadership in carrying out and communicating the Goals and Priorities of Rehabilitation Services (RS), emphasizing the value of competitive, integrated employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in RS programs, services and activities; <input checked="" type="checkbox"/> Ensure that all RS programs and services support customer engagement and informed decision-making; <input checked="" type="checkbox"/> Provide excellent customer service both internally and externally; <input checked="" type="checkbox"/> Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity; <input checked="" type="checkbox"/> Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and RS staff; and <input checked="" type="checkbox"/> Work cooperatively with peers, staff, customers, community partners and the general public. <p>1. Grant and Service Provider Oversight</p> <ul style="list-style-type: none"> • Directs the ongoing development, oversight and monitoring of RS grants for centers for independent living and independent living services for older individuals who are blind (OIB). Assures quality of services, collaborative working relationships with grantees, and fiscal accountability. • Monitors RS service provider agreements in coordination with regional Program Administrators and DCF Grants/Contracts staff to maintain an up-to-date cadre of providers to meet the client service needs of the vocational rehabilitation (VR) program. Works in partnership with the Director and other RS staff to update and develop service descriptions to promote the services necessary for increased quality competitive, integrated employment outcomes. Monitors provider performance and quality of services and outcomes. Makes recommendations to the Director to address provider performance or violations of the DCF Service Provider Agreement. Assists in the recruitment of new providers in unserved or underserved areas. • Represents RS on the Statewide Independent Living Council of Kansas, the independent living work group, and in periodic meetings with OIB grantees. Provides administrative support for a service provider advisory group.
<p>25%</p>	<p>E</p>	<p>2. Information Technology Systems</p> <ul style="list-style-type: none"> • Oversees the Kansas Management Information System (KMIS). Develops short and long-range plans and detailed specifications for upgrades to KMIS in accordance with federal regulations, policies and efficiency initiatives. Analyzes potential opportunities for upgrades to a new system. • Serves as a liaison with DCF IT. • Coordinates with DCF IT to maintain the SQL report system through ongoing enhancements, new reports as needed and periodic corrections when identified.

		<ul style="list-style-type: none"> • In cooperation with DCF legal division develops data sharing agreements to facilitate reporting of common performance accountability measures under WIOA. Safeguard confidentiality requirements. • Ensures timely updates to data collection and reporting required under WIOA, established MOUs and any other purposes as directed. • Collaborates with the End-Dependence Kansas Manager to implement the Efforts to Outcomes system, and to assist in the development of enhancements and reports as needed.
10%	E	<p>3. Expenditure Monitoring and Management</p> <ul style="list-style-type: none"> • Coordinates with regional Program Administrators to establish, maintain and monitor a comprehensive expenditure management process to assure compliance with policies, procedures and fiscal accountability. • Monitors overall case service and budget expenditures in conjunction with the DCF OFM, and provides analysis to the Director of trends and issues, if any. • Serves as the primary liaison from RS with DCF Audits for periodic special audits as well as the single state audit.
10%	E	<p>4. Specialized Purchasing</p> <ul style="list-style-type: none"> • Coordinates between field staff and DCF procurement on specialized client service purchases that are complex in nature and require special handling. Reviews information provided by field staff to assure that the documentation necessary to meet the state and DCF procurement requirements is provided in an accurate, clear and concise manner. Provides training to field staff on procurement regulations, policies, procedures. Provides technical assistance to field staff regarding complex procurement issues. • Monitors services purchased “off contract” and reports trends, concerns and recommendations for improvement to Deputy Director for Policy and Field Support and/or Director as requested.
10%	E	<p>5. Management Services</p> <ul style="list-style-type: none"> • Monitors the Business Enterprise Program (BEP). Convenes meetings of the BEP Vendor Committee. • Provides management services for the State Rehabilitation Council of Kansas and the Kansas Advisory Committee on Services for the Blind and Visually Impaired. Coordinates agendas, presentations and meetings with leadership of these groups. • Oversees and directs the RS Business Development function to assure effectiveness of contacts with employers and increased employer development outcomes. • Coordinates with Personnel Services and RS Management to develop and maintain a current PMP system for counselors and program specialists. • Develops continuity of operations plan. • Track proposed legislation for implications for VR and KRS operations. Develop fiscal notes when requested by DCF.
10%	E	<p>6. Customer Service Response and Monitoring</p> <ul style="list-style-type: none"> • Directly respond to client inquiries that come in through RS and DCF central office. • Investigate client complaints regarding services or interaction with RS / DCF employees. • Report allegations and findings of inappropriate conduct of RS employees, providers, grantees or contractors to RS Director. • Report potential fraud by clients, providers or staff to RS Director for referral to the DCF Fraud Unit. • Review and respond to customer service contacts that come in through the DCF Customer Service hotline or DCF regional office structure. • Maintain documentation of constituency concerns, client concerns and complaints and other customer concerns contacts along with resolution of those items.

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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.
 - (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
 - (X) 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
Kevin Rosencrants	MSA III	K0071431
George Victor	PC II	K0151091
Jill Bronaugh	PSE	K0225700
Maia Ruby-Clemmons	MSA II	K0068732
Matthew Coward	Sr. Admin. Assistant	K0132260
Mary Stone	Admin Specialist	K0054533

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.
- (X) Loss of life, disruption of operations of a major agency.

Please give examples.

Incorrect policy implementation could result in major program failure, lawsuits, and civil actions. Misapplied or inappropriately applied policy could result in depletion of limited resources; affect the well-being of consumers, and loss of staff and federal funding. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives.

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

This position will have frequent contact with DCF personnel, KRS personnel, grant programs, service providers, and other stakeholders. Developing collaborative and ongoing productive working relationships is essential.

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

This is a typical office environment with limited exposure to hazards or risks. The potential exists for normal travel hazards associated with automobile travel.

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

PC, typical office environment equipment, Office software including Word and Excel.

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

Three years of experience in planning, organizing and directing the work of a department, program or agency. 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 Kansas Drivers License.

Special knowledge, skills and abilities

Preferred qualifications: Experience in vocational rehabilitation, working with people with disabilities, public program administration, and/or organizational management.

Experience - length in years and kind

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

