

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or Human Resources office.

1. Agency Name Kansas Department of Commerce		9. Position # K0215588		10. Working Title Executive Coordinator		Agency Number 300
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Administrative Officer		
3. Division Workforce Services				12. Proposed Class Title (if requesting reallocation)		
4. Section West Region		For use by Human Resources Office	13. Allocation			Position Number K0215588
5. Unit Hays Workforce Center			14. Effective Date		13a. FLSA Status ☒ Non-exempt ☐ Exempt	
6. Location (address where employee works) City: Hays County: Ellis			15. By		Approved	
7. (check appropriate time) ☒ Full time ☒ Reg. ☐ Part time (%) ☐ Temp.			16. Audit Date: By: Date: By:			
8. Regular hours of work: From: 8:00am To: 5:00pm			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? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Abigail Crandall	Regional Manager	K0216545

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Abigail Crandall	Regional Manager	K0216545

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.

Considerable latitude is provided to this position while completing work. Instructions will be general and provided verbally or in writing. Incumbent is expected to exercise independent judgment and to seek clarification as needed.

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 identify essential (E) or marginal (M) functions.

1. 30% E Executive & Regional Administrative Support

- Independently performs advanced administrative support for ROMs and Workforce Center leadership, including coordination of office operations and regional priorities.
- Performs advanced administrative functions including preparation, review, and processing of vouchers (travel reimbursements, invoices, and supply requisitions) ensuring compliance with state fiscal policies and documentation standards.
- Maintains oversight of personnel and administrative records, including leave requests, inventories, and equipment tracking.
- Coordinates logistics for trainings, meetings, and statewide events, including scheduling, communications, and materials preparation.
- Serves as a member of the Workforce Center leadership team, contributing to operational planning, continuous improvement initiatives, and training strategy development.
- Provides front-line customer support as needed to ensure continuity of Workforce Center operations.

2. 30% E Registered Apprenticeship Program Administration

- Independently coordinates scheduling and delivery of Dept of Commerce Registered Apprenticeship related instruction, training sessions, and program events.
- Communicates program requirements, updates, and schedules to apprentices and training providers.
- Secures and coordinates instructors, subject matter experts, and presenters, ensuring all logistics are confirmed and executed.
- Maintains apprentice records, including participation, progress, milestones, and compliance documentation for reporting and audit readiness.
- Monitors program timelines and ensures alignment with apprenticeship standards, reporting requirements, and performance goals.
- Provides on-site administrative support for bi-monthly trainings, including attendance tracking and session coordination.
- Identifies and recommends process improvements to strengthen program delivery, data tracking, and compliance monitoring.

3. 35% E Foreign Labor Certification / H-2A Program Support

- Independently prepares, reviews, and processes H-2A job orders, applications, and required federal documentation in compliance with U.S. Department of Labor regulations.
- Performs data entry, validation, and quality control to ensure accuracy and regulatory compliance of program records.
- Monitors critical deadlines and filing requirements, ensuring timely submission of all required H-2A documentation.
- Maintains organized electronic and physical case files to support audit readiness and program accountability.
- Supports continuous improvement efforts related to workflow efficiency, documentation standards, and regulatory compliance.

4. 5% M Other Duties as Assigned

- Performs other related duties as assigned in support of agency operations, program initiatives, and strategic priorities.

***Some or all duties may be altered in response to a disaster or large scale emergency. This may include temporary reassignment to another work unit, division, state agency or physical location. ***

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.

Title

Position Number

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.

Errors in actions or decisions may result in failure to provide adequate service. Consequences may be loss of public confidence and damage to agency image. Lack of following established procedures and guidelines could result in unsatisfactory audits or reviews by federal agencies. Additionally, poor decisions could result in client dissatisfaction and prolonged unemployment for the client.

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

The incumbent must work with employers, the public and other local, state and federal governmental entities, educational institutions, and community organizations on a daily basis to implement program objectives, educate the public on employment and training opportunities, and coordinate mutual efforts to maximize the utilization of workforce services in assigned communities.

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

Job duties could result in stressful situations. Possible confrontation with irate applicants.

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

PCs, copiers and various office machines are used on a daily basis. Other equipment regularly used includes motor vehicle transportation and may include frequent and infrequent driving.

PART III - To be completed by the supervisor or Human Resources office

27. A. List the Minimum Requirements (minimum qualifications) as stated in the state's official Class Specification. If the Class Specification has a "substitution statement", it must be replaced by whatever the agency deems to be an acceptable substitution (see the HR office for assistance). If no substitution is acceptable, then the substitution statement must be deleted.

Minimum Requirements/Qualifications:

Four years of experience in general officer, clerical or administrative support work.

Education may be substituted for experience as determined relevant by the agency.

High School Diploma or GED

Valid Driver License and ability to travel to communities throughout the local area or other assigned locales.

On rare occasions, overnight travel will be required.

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- B. List any Preferred Qualifications that a well-qualified candidate (or incumbent) should have.**

Preferred Qualifications:

Bi-lingual a plus, but not required

Experience presenting material to groups of people

Administrative and marketing skills preferred

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

Signature of Supervisor

Date

Signature of Appointing Authority

Date