

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 # K0247863	10. Working Title RESTART 25+ Program Manager		Agency Number 300	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Manager			
3. Division Workforce Services			12. Proposed Class Title (if requesting reallocation)			
4. Section Employment Services			13. Allocation			
5. Unit WFD and Special Projects			For use by Human Resources Office	14. Effective Date	13a. FLSA Status ☒ Non-exempt ☐ Exempt	Position Number K0247863
6. Location (address where employee works) City: County:				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
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Bettina Sparkes	Program Manager	K0221332
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Bettina Sparkes	Program Manager	K0221332

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.

Employee is allowed considerable latitude in planning, organizing, implementing, and reviewing program activity, making judgments, and assisting in the establishment of program policy within guidelines of the Kansas Department of Commerce and the US Department of Labor and corrections partners. Policies and procedures are established in accordance with federal and state laws and Department of Commerce guidelines provided to employee through directives, guidance letters, memorandums, and direct correspondence. Work is performed through general guidance and direction from the supervisor. Work is reviewed for outcomes, accuracy, compliance with policy and procedures, and efficiency by means of conferences and reports to the supervisor on an ongoing basis.

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. 35% E Implements grant requirements as appropriate; collaborates with appropriate staff and partners to prepare grant reports; writes grant updates in response to requirements. Coordinates and facilitates local service delivery activities with immediate staff members, One-Stop partners, other agency program staff, governmental agencies and institutions to facilitate the development of service delivery strategies and training opportunities. Provides training, technical assistance and consultative services to grant partners as requested and/or required.
2. 25% E Provides supervision, oversight and guidance to program staff. Meets regularly to assess needs and to provide support, feedback, and training. Provides ongoing coaching to encourage continuous quality improvement. Responsible for approval of time and leave for program staff. Conducts regular performance reviews as directed by the agency.
3. 15% E Assures all assigned programs are compliant, operational, and meet program objectives and performance measures. Assures workforce accountability reporting for selected activities serving as a liaison between the department, **KANSASWORKS** State Board, US Dept of Labor (USDOL), correctional institutions or agencies, and any other state or federal department.
4. 15% E Coordinates assigned projects, contracts, subgrant agreements and MOUs; oversees and monitors service delivery activities that are developed; provides support regarding program needs and operational issues; advises fund recipients of methods to improve services and keeps them abreast of applicable state and federal laws and regulations. Satisfactorily completes all training required by federal, state, and local partners
4. 10% M Performs other duties as assigned. Provides back-up for supervisor

*** 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

Program Consultant

Program Consultant

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 health 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.

The incumbent's work is complex and central to multiple entities' programs and activities; errors could result in major program failure. An error could result in altering the agency's success rate for designing and administering competitively secured programs of service which meet mandated performance results. Errors in program allocations and/or expenditures could result in audit exceptions that may deprive the agency of general program funds for administration and operations.

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

Frequent contact may be made with the Departments of Commerce, correctional facilities and agencies, and through outreach to community/civic organizations and businesses. Contact will also be made with all program partners. Rare contact is made with the Legislature and its employees.

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

This position will require the ability to negotiate, and effect change in program operations. The employee must use diplomacy and tact in accomplishing these tasks and may on occasion be confronted with angry or combative situations and must deal with them in a professional manner. Incumbent may also have direct contact with incarcerated individuals. Requires frequent travel within the state and occasional travel outside of Kansas.

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

PC, fax, copier, telephone, calculator, and automobile are used daily.

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 Qualifications

Three years of experience implementing, managing and monitoring activities relevant to state or federal grant programs.

Two years of experience supervising professional staff.

Ability to travel regularly throughout the state and occasionally out of state.

Must not have a felony conviction.

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

Preferred

Post-secondary education in Public Administration, Criminal Justice, Business or related field

Previous experience in workforce services and/or Corrections preferred.

Training and consultation experience is preferred.

Grant/program management experience is 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.

Must submit to and pass a complete FBI background check and other background checks as required by federal and state partners. May be required to submit to and pass a drug test.

Must agree to adhere to any institutional requirements regarding safety, access or security protocols.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date