

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 # K0247866	10. Working Title RESTART 25+ Employment Services Professionals		Agency Number 300	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant			
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 K0247866
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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Program Manager

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Program Manager

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 functional latitude in planning and organizing day-to-day program activities within the guidelines of the Kansas Dept. of Commerce, Kansas Dept. of Corrections, Community Corrections, US Dept. of Labor, and the Federal Bureau of Prisons. Policies and procedures are established in accordance with federal and state laws, the grant Notice of Award and Statement of Work, and Department of Commerce guidelines provided to employee through directives, guidance letters, memorandums, and direct correspondence. Work is performed through 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. 45% E Provide intensive case management and follow-up services to justice-involved program participants who are in the State. Form an Integrated Resource Team (IRT), a collaboration between the community service providers and Employment Specialists and other individuals involved in the participants' employment plan. Connect participants with individualized services and community resources to overcome work and life issues that interfere with holding and keeping jobs. Coordinate supports and ensure the participant is connected to services that will enhance employment success and reduce the chance of recidivism. Establish regularly scheduled participant outreach to follow-up on participant progress and employment outcomes. Consistently collect and accurately enter data in kansasworks.com on participants' progress and service delivery, keeping thorough and current case notes and maintaining participant files.
2. 20% E Provide workforce services to program participants in coordination with partner staff, to reduce duplication of services. Provide access to and oversight of online Workplace Readiness curriculum, supportive services, and Digital and Financial Literacy training. Understand and access available Commerce programs such as Registered Apprenticeship, Labor Exchange Services, Ticket to Work Program, and other appropriate offerings
3. 15% E Understand and utilize local labor market information to identify high demand/high wage occupations. Engage in local job development and employer outreach to create On-the-Job Training (OJT) opportunities and/or direct placement with local employers. Build relationships with employers where participants live or are placed to foster communication and increase participant retention.
4. 15% E Partner with additional local organizations to reduce barriers specific to each participant. Build a strong body of knowledge around housing, transportation, food assistance, childcare, health/mental health, and other resources. Work to expand the network and variety of resources available to participants.
5. 5 % M Other duties as assigned

*** 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 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 must have well-developed communication skills to carry out daily verbal contacts with individuals who are in, or who have been released from, supervision in county jails, state or federal prisons, probation or parole. In addition, employee will represent the agency and the program to businesses, community organizations, other agencies and the public. These contacts are made to support success of individuals overcoming justice-involvement..

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 Department of Commerce employees, employees of correctional institutions, probation and parole offices, in addition to outreach to businesses and service providers. Contact will also be made with service providers and workforce center staff.

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

This position will work with individuals who have a history of a conviction or diversion and will involve the inherent risks and stress of working with justice-involved populations. Employee may have frequent contact with individuals who are or who have been in the custody of county jails, and state or federal prisons. Failure to follow security procedures and protocols could pose a risk to physical safety. This position will face hazards associated with travel and experience normal physical stress related to an office/work environment.

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 in case management or correctional facility programming/service delivery
Ability to travel regularly throughout the state and occasionally out of state.

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

Preferred

Post-Secondary education in Social Work, Psychology, or Criminal Justice, or related field from an accredited college or university preferred.
Previous experience in workforce services 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 or other required 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