



UNCLASSIFIED

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

Agency Number
300

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 # K0237992	10. Working Title Native American (DVOP)		
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Program Consultant		
3. Division Workforce Service			12. Proposed Class Title (if requesting reallocation)		
4. Section Local Area II		For use by Human Resources Office	13. Allocation		
5. Unit			14. Effective Date	13a. FLSA Status <input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	
6. Location (address where employee works) City: Topeka County: Shawnee			15. By		Approved
7. (check appropriate time) <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Reg. <input type="checkbox"/> Part time (____%) <input type="checkbox"/> Temp.			16. Audit		Position Number K0237992
8. Regular hours of work: From: 8:00am To: 5:00pm			17. Audit		

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
Curtis Jones	Public Service Administrator II	K0217792

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Curtis Jones	Public Service Administrator II	K0217792

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. Assignments are general with considerable latitude given in reviewing and analyzing productivity and service for veterans. The employee will make recommendations to the State Veterans Services Manager regarding policy and methods or providing employment services to veterans. Employee will be the central point of contact for the Department of Veteran Affairs Vocational Rehabilitation and Employment program. Incumbent will receive directives for guidance and operational procedures in accordance with Title 38 USC, PL 107-288 "Jobs for Veterans Act" PL 466.

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. 40% E Acts as liaison between the Department of Commerce, Kansas Native American Affairs and Department of Veteran Affairs to accept referrals of Chapter 31 veterans entering the job search phase of their rehabilitation. Specializes in assisting military Native American veterans, who have barriers preventing them from obtaining meaningful employment in getting back to work. Provides veteran job seekers general information about program eligibility requirements, assists with the intake and assessment process, and assists veterans in the completion of applications for selected program assistance. Provides case management services to Native American Veterans and eligible spouses who are in need of receiving intensive one-on-one services.
2. 30% E Conducts outreach activities to Kansas Native American Affairs and Department of Veteran Affairs supported programs such as Indian Reservations, Tribal, Vet Centers, Vocational Rehabilitation and Employment (VR&E), homeless shelters and community and civic based organizations for the purpose of locating Native American veterans that could benefit from services available through the local Workforce Development Center.
3. 25% E Uses case management techniques to assist job seekers in attaining their employment goals. Works with job seekers to develop a realistic employability plan with appropriate timelines and responsibilities of all parties involved. Assists Native American veteran job seekers in attaining job readiness and interviewing skills utilizing Workforce Center resources and the expertise of other staff. Prepares and maintains case management records concerning veteran enrollment, progress and follow-up. Determines if satisfactory progress is made towards skills/ goals acquisition and enter information into KansasWorks in accordance with federal and state policies, procedures, regulations and guidelines. Ensures case management records contain information necessary to show effective utilization of program resources and performance accountability.
4. 5% M Performs additional 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.

Decisions impact program performance and effectiveness. Poor decisions could result in non-compliance with federal program requirements.

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

Daily contact is made with Department of Commerce field staff and state administration. Frequent contact is made with employers, Native American veterans' organizations and veterans seeking employment. Contacts are being made to exchange information and/or offer assistance.

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

Work is performed in an office environment using a PC and other office equipment. Some travel is required.

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

Daily use of office equipment including, but not limited to, PC, printer, phone and copier.

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:

Six (6) months experience in career counseling, job placement, case management, recruitment, assessment and deployment of staff or similar related experience. Bachelors' degree from an accredited university in education, business, human resources, psychology or related field may be accepted in lieu of work experience. Native American heritage, Career Development Technician Certification accepted in lieu of 6 months experience or Bachelor's degree. Valid driver's license or ability to travel as required. Strong orientation to initiative, ability to coach on career issues, customer service orientation and strong orientation to achieving goals. Knowledge of veterans' employment issues and related employment strategies.

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

Preferred Qualifications:

Bachelor's degree as listed above with one (1) year closely related work experience is preferred. Prefer one year of marketing or sales experience, private sector hiring practices, presentation development and delivery to diverse population and group sizes ranging from large to one-on-one. One to two years of case management experience preferred. Prefer certification by National Veterans' Training Institute.

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 be a veteran of the military services.

Must be Department of Veteran Affairs rated disabled of 10% or greater.

Must have Native American heritage.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date