

Position Description

Read each heading carefully before proceeding. Make statements simple, brief and complete. Be certain the form is signed. Send the original to the Human Resources Office.

CHECK AS APPROPRIATE: **Unclassified** **Classified** **Regular** **Temporary**

PART I – To be completed by department head or human resources office.

1. Agency Name Kansas Department of Corrections: Parole Services		8. Position Number K0218429		
2. Division Southern Parole Region (SPR)		9. Current Title (if existing position) Public Service Executive III		
3. Unit/Office Wichita Parole Office		10. Proposed Title		
4. Name of Incumbent		11. Working Title Parole Director - SPR		
5. Work Station Location (Subject to Change) City: <u>Wichita</u> County: <u>Sedgwick</u>		12. Allocation		
6. Check appropriate time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____%		For use by Human Resources Department	13. Effective Date	14. FLSA Status Exempt
7. Regular Hours of Work FROM: <u>8:00</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM TO: <u>5:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM <input type="checkbox"/> Su <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> Tu <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input type="checkbox"/> Sa OTHER: _____			15. By:	Approved:
			16. KPERs Designation <input type="checkbox"/> Corrections A <input type="checkbox"/> Corrections B <input checked="" type="checkbox"/> Regular	

PART II – To be completed by department head or human resources office or supervisor of the position.

17. Describe the mission, goal, and/or purpose of this position. Why does it exist?

This position provides supervisory and administrative direction at the regional level to all region staff, including support staff, parole staff, case management staff, and resource staff. This position also is responsible for oversight/continuity of region risk reduction efforts, from future planning through daily operations.

18. Who is the supervisor of this position (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Hope Cooper	Deputy Secretary-Comm & Field Services	K0061254

19a. Check the statement that best describes the leadership, supervisory or management responsibilities of this position.

- None.**
- Lead Worker.** Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.
- Supervisor.** Assigns, directs, reviews and evaluates the job performance; has significant input into decisions related to hires, transfers, promotions, demotions, dismissals, and discipline of employees under his or her supervision. The majority of the work is different from that of subordinates.
- Manager.** Integrates and coordinates the activities of several organizational functions or programs and initiates changes through subordinate supervisors or integrates and coordinates the activities of one or more programs having department-wide impact.

b. List all persons who are supervised directly by employee in this position:

- Deputy Director SPR - K0218426 (Wichita)
- Parole Supervisor - K0075179 (Pittsburg)
- Parole Supervisor - K0052699 (Wichita)
- Parole Supervisor - K0216476 (Wichita)
- Parole Supervisor - K0233334 (Wichita)
- Parole Supervisor - K0207119 (Hutchinson)
- Parole Supervisor - K0064735 (Wichita)
- Program Consultant II - K0218720 (Hutchinson)

20. Describe the work of this position using this page or one additional page only. Also note, Essential Function Form is attached.

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). Number each task and indicate percent of time an incumbent spends or would spend performing each task:

No.	%	Job Duties
	25%	<p>Leadership: Plans, organizes and directs operation of the parole region. Responsible for developing and implementing management strategies, goals, objectives, orders, directives, policies, and procedures in order to ensure the most efficient utilization of available resources. Establishes and monitors progress towards regional goals and objectives. Promotes, monitors, and evaluates the region's application of a Risk Management philosophy. Administers and provides input into the development of the region's annual budget. Clearly sets and articulates on a regular basis expectations of management regarding risk containment, risk reduction and reentry, and reinforces and holds people accountable for carrying out these expectations. Works with counterpart in the NPR and management staff to achieve appropriate level of consistency statewide.</p>
	25%	<p>Supervision: Plans, organizes, assigns, and evaluates the work of staff that answers directly to the Regional Parole Director. Acts as appointing authority for the SPR. The position will ensure compliance with policy and personnel guidelines, concerns with contract staff and address any issues that arise, and prepares employee performance reviews. Establishes a clear performance expectation for staff immediately supervised, and ensures that they do the same with the staff; and monitors progress and gives feedback regarding those expectations. Establishes a culture of respect among staff and holds staff accountable for professional and respectful behavior towards each other and offenders. Mentors, coaches, and models professional behavior for staff. Responds to inquiries from staff regarding problems or conflicts affecting office operations or efficiencies. Oversees volunteers establishing a clear vision for the role of volunteers in field offices, and sets guidelines for volunteer conduct. Responds to citizen inquiries and complaints.</p>
	25%	<p>Quality Assurance: Acquires and maintains knowledge about evidence-based practices in corrections and is proficient in the use of risk reduction techniques such as motivational interviewing or cognitive tools. Ensures that staff across the region are knowledgeable and proficient in risk reduction strategies. Establishes and implements strategies for work and caseload assignments that support and enhance evidence-based risk management and risk reduction. Provides assistance, direction and case management guidance to supervisors and managers and serves as a role model and use of risk reduction techniques. Consults on difficult cases when necessary. Establishes and implements strategies for ongoing feedback to staff regarding case management, risk reduction, risk containment and achieving success, and incorporates data and observational information into feedback, goals and expectations.</p>
	10%	<p>Community Liaison: Is familiar with community resources within the SPR that assist region staff in the delivery of risk reduction services. Serves in a liaison capacity with support services, including the courts, attorneys, law enforcement personnel, treatment and service providers, sub-contract agencies and the general public. Represents the Department to local groups and coalitions by serving and making presentations to promote Department programs and obtain support for risk reduction efforts. Ensures that positive community connections are made across the SPR and that the Department is appropriately represented by self or subordinate staff as appropriate. Assists with the development of new community resources or further development of existing resources. Ensures that accountability panels are run effectively and supports expansion of these efforts. Addresses any concerns regarding service provided by community partners and reports significant concerns to the Deputy Secretary.</p>
	10%	<p>Coordination: Is considered a member of the Department's Senior Management Staff (SMS) and, as such, attends meetings scheduled by the Secretary of Corrections and/or Deputy Secretary. Provides appropriate input into the Department's executive level planning process. Conducts or attends supervisor, regional and unit meetings to assist in the interpretation and dissemination of Community and Field Services Division goals, objectives, rules, regulations, policies, and procedures. Provides or assistants with staff training as necessary or requested. Services on committees and/or completes special projects as requested.</p>
	5%	<p>Other: Performs various additional duties as assigned by the Deputy Secretary.</p>

21a. How much latitude is allowed the 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:

This position has wide attitude in the management of the region including long and short term planning. Because of the nature of the work and the physical separation from the supervisor, a high degree of initiative and independent decision-making is required.

22. What hazards, risks or discomforts exist on the job or in the work environment? Frequency of exposure?

Stress resulting from pressures of meeting deadlines and completing large volume of work. Risks inherent in working at times inside adult correctional facilities, male and female, and in parole/post-release supervision offices, in the presence of adult felons.

Travels to various other locations as necessary.

PART III – To be completed by department head or human resources office.

23. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position:

Required Minimum Qualifications:

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.

Substitution: A Bachelor's Degree with major coursework in criminal justice, social sciences, or behavioral sciences.

Preferred Skills and/or Qualifications:

- * A Master's Degree with major coursework in criminal justice, social sciences, or behavioral sciences.
- * Two (2) years supervisory experience.
- * Demonstrated lead role in collaborative efforts
- * Experience working with an offender population.
- * Knowledge of principles of risk reduction, reentry and release planning, case management, and social services delivery system.
- * Demonstrated ability to exercise sound judgment; ; communicate effectively, verbally and in writing; analyze and interpret written material in daily work; engage in strategic planning; motivate staff; engage offender or other special needs population.
- * Ability to set goals and carry out plans; and work effectively and productively with external and internal customers and colleagues.
- * Ability to work with KDOC data systems (or demonstrated ability to quickly learn these systems)
- * Ability to operate a personal computer and software, including Access, Excel, Word and Outlook;

Necessary Special Qualifications, Licenses, Certifications, and/or Registrations:

Possesses and maintains a valid driver's license.

_____ Signature of Employee	_____ Date	_____ Signature of Human Resources Official	_____ Date
_____ Signature of Supervisor	_____ Date	_____ Signature of Agency Head or Appointing Authority	_____ Date

ESSENTIAL/EVENT DRIVEN FUNCTIONS

Managers/Administrators

This form can be a dual use form. It is not intended to screen out applicants. May be used after conditional offer has been made or during employment.

X Essential - Duties are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. Considered by Occupational Exposure Control (OEC) as a Category I duty due to the **frequency** of performance.

X Event Driven - Duties may be performed in an emergency, or on an infrequent or occasional basis; but when performed these duties are necessary to the position and critical to the safety and security of staff, offenders and/or the public. Considered by OEC as a Category II duty due to the **infrequency** of performance.

FUNCTION		Essential OEC I	Event Driven OEC II	Medical Practitioner Use Only: Note functions unable to perform
PHYSICAL STRENGTH	Sedentary Work: Lifting up to 10 pounds occasionally.	X		
	Light Work: Lifting 11 to 20 pounds occasionally and/or up to 10 pounds frequently.	X		
	Medium Work: Lifting 21-50 pounds occasionally and/or 11-20 pounds frequently.			
	Heavy Work: Lifting 51-100 pounds occasionally and/or 21-50 pounds frequently.			
	Very Heavy Work: Lifting 100 pounds occasionally and/or in excess of 50 pounds frequently.			
	Regular, punctual and predictable attendance.	X		
	Mandatory over-time as required.			
PHYSICAL ENVIRONMENT	Work is performed indoors in a controlled environment with few temperature extremes.	X		
	Work is performed indoors in a controlled environment with occasional temperature extremes.	X		
	Work is performed out of doors requiring exposure to extreme heat and/or cold.		X	
	Work is performed in a high noise environment requiring the worker to shout to be heard.			
	Work involves performing repetitive motions with one or more extremity.			
	Work involves exposure to conditions that may affect the respiratory system or the skin, such as chemicals, paint, cleaning agents, other fumes or odors.			
	Work involves exposure to vibrating movements of the extremities or whole body.			
	Exposure to bodily fluids. Exposure may include obtaining urine specimens; touching blood, body fluids with visible blood, tissue, semen, vaginal secretions, breast milk, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid and/or amniotic fluid; cleaning and disinfecting environmental surfaces with blood, body fluids and/or tissue/ and touching non-intact skin and mucous membranes.			
PHYSICAL ACTIVITY	Running: Moving quickly on the feet in continued and sustained motion over short distances.		X	
	Walking: Moving about on foot at a normal pace.		X	
	Bending at the Waist: Bending body downward and forward by bending the spine at the waist.			
	Kneeling: Bending the legs at the knee to come to rest on the knee or knees.			
	Crouching: Bending the body downward and forward by bending the legs and spine.			
	Crawling: Moving about on the hands and knees or hands and feet.			
	Climbing: Ascending or descending ladders, stairs, ramps, and the like, using the feet and legs and/or hands and arms.			
	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching on narrow, slippery, or erratically moving surfaces. Exceeds that needed for ordinary maintenance of body equilibrium.			
	Lifting: Raising or lowering an object from one level to another.			
	Carrying: Transporting an object, using the hands, arms, and/or shoulders.			
	Pushing: Using upper extremities to press against with steady force in order to thrust forward, downward, or outward.			
	Pulling: Using upper extremities to exert force in order to draw, haul, drag, or tug objects in a sustained motion.			
		Reaching: Extending the hands and arms in any direction.		X
	Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands.		X	
	Finger Dexterity: Picking, pinching, or otherwise working primarily with finger(s).		X	
	Sitting for unknown periods of time.	X		
	Standing for unknown periods of time.		X	
	Talking: Expressing or exchanging ideas by means of the spoken word.	X		

FUNCTION		Essential OEC I	Event Driven OEC II	Medical Practitioner Use Only: Note functions unable to perform
	Conveying Information: Testifying in court or other official proceedings. Communicating work related information to others.		X	
	Hearing: Perceiving the nature of sounds by the ear with or without correction.	X		
	Seeing: Obtaining impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.	X		
	Clarity of vision at 20 feet or more;	X		
		Clarity of vision at 20 inches or less	X	
		Ability to identify and distinguish colors	X	
	OTHER ACTIVITIES	Comprehend verbal instructions.	X	
Read, write and comprehend written instructions.		X		
Observe and recall details of incidents, series of number and/or names.		X		
Use emergency and safety equipment				
Perform CPR and other emergency first aid procedures.			X	
Remain calm in emergency situations.			X	
Legally operate a motor vehicle.		X		

This form accurately describes the essential functions that apply to my position.

Signature of Employee

Date

Signature of Supervisor

Date

To be Completed by Health Care Provider

It is my opinion that _____
Name of Patient/Client

() is currently able to perform all of the essential/critical functions of his/her position; or

() is not currently able to perform all of the essential/critical functions of his/her position as noted (Degree of restriction if applicable):

() will be able to perform all of the essential/critical functions of his/her position with the following accommodations: (Add additional pages if more space is needed.)

Signature of Health Care Provider

Date

Printed Health Care Provider Information

Health Specialty