

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**

1. Agency Name Kansas Department of Corrections: Central Office		8. Position Number K0234297	
2. Division Community and Field Services		9. Current Title (if existing position) Public Service Executive II	
3. Unit/Office Central Office		10. Proposed Title	
4. Name of Incumbent		11. Working Title PSE II-Field Services Operations Manager	
5. Work Station Location (Subject to Change) City: <u>Topeka</u> County: <u>Shawnee</u>		12. Allocation	
6. Check appropriate time: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____%		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	

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

The incumbent processes and monitors contracts; serves on field service committees and work groups; assists in the development, administration and implementation of field service policies, procedures and initiatives; collects, evaluates and reports field service-related statistical data; responds to field service-related grievances, complaints and correspondence; and distributes field service-related information via the intranet, internet and other means.

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-Community&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:

N/A

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
	20%	Extracts data and statistical information from KDOC data systems. Evaluates requested data and creates reports, graphs and/or presentations based on the statistics and analysis. Creates and monitors outcomes for field service services and utilizes the tools provided (i.e., crystal reports, idashboards). Provides monthly reports to the Deputy Secretary reporting and analyzing trends. As requested, assists with the preparation of KDOC's Annual Report and provides information to the Deputy Secretary to assist with budget preparation or analysis. Coordinates and implements field service or Departmental initiatives in conjunction with the Field service Services Manager.
	20%	Maintains a working knowledge of field service procedures and acts as a liaison for field service with the various internal divisions and external stakeholders. Responds to staff inquiries to provide guidance or determine needs and solutions. Prepares responses to field service related grievances within the required time frame. Serves as the field service services designee to respond to inquiries from the public, and generates miscellaneous correspondence as needed. Serves as contact person for data reports and requests for law enforcement agencies. Serves as the statewide field service contact for the public information officer. Coordinates the appropriate distribution of field service information via the KDOC intranet site, KDOC internet site and other means.
	15%	Responsible for the negotiation and management of field service services contracts. Serves as a liaison with contract providers, the Field service Directors and field service staff to ensure effective communication and operations. Coordinates with Division of Purchasing in the development new RFP's and regarding other contractual processes. Processes or oversees the processing of vendor invoices for payment. Serves as the liaison between field service and all landlords and is the point person to handle disputes with the landlord over services covered under the leases.
	15%	Administers the development and implementation of policies and procedures related to field service services. Maintains working knowledge of field service procedures. Responds to inquiries and provides policy interpretations when needed. Collaborates with Field service Directors, supervisors, the KDOC legal division and others as needed to ensure that field service policies are congruent and meet the requirements of the agency.
	10%	Serves as the field service representative for: <ul style="list-style-type: none"> • The sex offender override committee, reviews override packets; attend committee meetings and makes recommendations regarding the supervision and case management needs of sex offenders. • The Change Advisory Board ensuring coordination and consistency exists between Field Services and computer/data functions. Assists with projects as requested
	5%	As necessary, coordinate with Sentence Computation staff to determine procedures for the accurate implementation of offender sentences in field service services. Monitors good time calculations for offenders on field service.
	5%	Serve as the Deputy Secretary's liaison to the Fraternal Order of Police Lodge #64. Represent the KDOC during contract negotiation procedures and related activities. Coordinate labor-management meetings. Assist with Safety Committee development and processing of recommendations.
	5%	Coordinates the records retention and imaging efforts for field service services. Collaborates with KDOC Records staff and Field service Directors to ensure procedures are in place for the processing of closed records. Communicate needs and expectations to field service staff. Liaison with IT for help desk tickets and change request forms.
	5%	Performs other duties as assigned. Necessary tasks may include the distribution of monthly discharge lists, DNA collection information, the tracking of field service personnel changes and grant funding statistics.

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:

Work is largely independent, applying the knowledge of statutes, regulations, policies, procedures, and accepted correctional practices. Special tasks are intermittently assigned by the supervisor. Assignments are generally established according to incoming correspondence and other contacts, and, at times, as explained and described by the supervisor. The method of accomplishment rests with the incumbent based upon experience and knowledge of available resources.

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

Incumbent works in a normal office environment. The nature of the duties requires occasional travel and work outside of normal working hours. Work also requires visits to field service/reentry offices, including contact with offenders.

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:

Two 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, the social sciences, the behavioral sciences, statistics or public administration.

Preferred Skills and/or Qualifications:

A bachelor's degree with major coursework in criminal justice, the social sciences, the behavioral sciences, statistics or public administration.
Parole, probation or community corrections experience.
Experience and proficiency with Microsoft Word, Excel and PowerPoint.
Familiarity with Kansas Department of Corrections offender databases (e.g., OMIS, TOADS).
Experience in collecting, evaluating, studying and reporting statistical data.
Ability to present data in a creative and informative fashion.
Experience and proficiency with Crystal Reports.
Excellent verbal and written communication skills.
Contract bidding and monitoring experience.
Considerable knowledge concerning offender supervision, interstate compact rules and policies, NCIC policy and procedures, and database management.

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

Possess and maintain a valid driver's license.
Incumbent may need to receive training in Crystal Reports and iDashboards
The incumbent must obtain and maintain current NCIC certification with the Kansas Highway Patrol.

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