

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.
CHECK ONE: NEW POSITION EXISTING POSITION

PART I - Position Information			Agency #
1. Agency Name KS Dept. of Transportation	9. Position Number 00-48-00-802/K0225359	10. Budget Program Number 71100	Position
2. Employee Name (leave blank if position vacant)		11. Present Civil Service Title / FLSA code (if existing position) PSA / NonExempt	
3. Division Division of Administration		12. Proposed Civil Service Title ADA/EEO/Employee Relations Specialist	
4. Section Bureau of ADA/EEO/Employee Relations		For use by Personnel Office	
5. Unit	13. (a) Allocation	(b) FLSA code NonExempt	
6. Location (address where employee works) City Topeka County Shawnee		14. Effective Date	
7. (Check appropriate items) Full time <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Temp <input type="checkbox"/> %		15. By _____ Approved	
8. Regular hours work: (check appropriate time) FROM: 8:00 AM TO: 5:00 PM		16. Audit Date: _____ By: _____ Date: _____ By: _____	
		17. Position Review Date: _____ By: _____ Date: _____ By: _____	

PART II -- Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) **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 change the duties and responsibilities of the position.

This position is responsible for guiding Headquarters Senior Managers, Personnel Clerks, Supervisors, and Employees regarding ADA/EEO/Employee Relations matters. This position will implement policies set by others through management of the day-to-day operations required to accomplish the objectives of the Bureau of ADA/EEO/Employee Relations. This position is expected to have a thorough knowledge of all, or nearly all, of the following: the mission and objectives of the agency or program; how the agency or program is organized to carry out the mission and objectives; how to identify personnel, and material needs and problems; problem solving methods and appropriate tools to improve processes; and how to set goals and develop strategies and procedures to meet goals. This position will review investigative reports regarding ADA/EEO/Employee Relations matters to ensure proper methods and processes were utilized.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name	Civil Service Title	KDOT/SHARP Position Number
Jodi Kirk	Assistant Bureau Chief of ADA/EEO/Employee Relations	00-48-00-801/ K0230041

20. 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 work assignments are made.

- (a) Sufficient to perform & complete limited technical duties using specific standard procedures & practices.
- (b) Instruction prior to tasks are explicit, but means of completion are left to discretion of employee within practices & procedures.
 - Communication is primarily expected to be given and received both verbally and in writing.
- (c) Formal guidelines are provided by manual, specifications, SOM's, plans and contracts.
- (d) Check the statement which best describes the results of error in action or decision of the employee:
 - () Minimal property damage, minor injury and/or minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
 - () Major program failure, major property loss and/or serious injury.
 - () Loss of life and/or disruption of operations of a major agency.

Give examples:

21. Describe the work of this position using this 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 (describe the expected result or outcome)? ***How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No. % E/M

1.	45%	E	<p>Provides guidance to department personnel; Headquarters Senior Managers, Personnel Clerks, Supervisors, agency staff to ensure all actions are in accordance with KDOT policies, procedures, the Memorandum of Agreement (MOA), and State/Federal laws or statutes, by gathering, reviewing, and organizing supporting documentation regarding any disciplinary action that has been proposed.</p> <p>Evaluating and revising goals and objectives for supervisors regarding personnel matters. Approving, amending, coaching detailed plans and procedures proposed by supervisors or HRP's. Reviewing, amending, and drafting letters related to various personnel matters. Organizing, coordinating, scheduling, and representing the ADA/EEO/Employee Relations Bureau at any disciplinary hearing/meetings. Providing directions on the appropriate course of action regarding the interactive process and coaching supervisors with obtaining the necessary documentation regarding the relevant medical information needed to accommodate requests. Provide direction and coaching regarding supervisory responsibilities to include performance evaluation and performance improvement plans (PIP).</p> <p>Providing research, direction, and guidance regarding the KDOT policies and procedures, the Memorandum of Agreement (MOA), and any State/Federal laws or statutes to ensure compliance.</p> <p>Meeting with staff to explain, interpret and discuss programs, laws, rules, regulations, policies, and directives; to resolve special problems.</p> <p>Performing liaison duties; promoting cooperation, communication, and coordination within the agency and with other agencies and the public. Responding to staff members inquires utilizing problem solving skills to search out facts, answer questions, and provide solutions.</p>
2.	25%	E	<p>Will review investigative reports regarding ADA/EEO/Employee Relations matters to ensure the appropriate fact-finding methods were utilized and documented. Confirm the information within the report and appendices are accurate and consistent with each other, and are in accordance with KDOT policies, procedures, the Memorandum of Agreement (MOA), and State/Federal laws or statutes. If needed, provide written summaries of complaints/concerns received in a manner consistent with the agency policy and practice.</p>
3.	10%	E	<p>Prepares, monitors and maintains the EEO/ADA spreadsheet(s) of KDOT investigations, grievances, and disciplinary actions for tracking purposes to ensure that timelines/deadlines are met and communicated to Assistant Bureau Chief when deadlines are not being met. Prioritizes tasks assigned to meet required deadlines.</p>
4.	10%	E	<p>ADA/EEO/Employee Relations Bureau duties: Serves as the Bureau's Continuity of Operations Plans (COOP) leader to ensure KDOT's ability to transition and continue its operations during times of disruption, monitors and updates information on intranet, responsible for storekeeping and managing supply inventory, documenting, and maintaining meeting minutes, and assist with travel logistics for the bureau members.</p>
5.	5%	E	<p>Will assist KDOT employees with addressing general questions that pertain to ADA/EEO/Employee Relations matters.</p>
6.	5%	E	<p>Other duties as assigned that support the ADA/EEO/Employee Relations Bureau.</p>
			<p>Must be capable of performing the essential physical functions detailed in Section 28.</p>

The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.

22. a) If work involves leadership, supervisory, or management responsibilities; check the statement which best describes the position.
- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluate, and direct work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.
- | Civil Service Title | KDOT / SHARP Position Numbers |
|---------------------|-------------------------------|
|---------------------|-------------------------------|

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

Daily contact with KDOT employees and contractor personnel during project activities. Occasional contact with the public regarding specific concerns about a project.

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

- Frequent exposure to extreme cold/heat wet/humid conditions.
- Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
- Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
- Works in traffic.
- Other: _____

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

- Proficient with Microsoft Office Suites, Adobe Acrobat, PowerPoint and general knowledge of working with printers/scanners
- Office Management Skills

For more specific information on equipment used regularly please see Section 28.

PART III -- Education, Experience and Physical Requirements

26. **REQUIRED CLASS SKILLS** (see class specifications)

27. **SPECIAL REQUIREMENTS**

a) Indicate any license, registration, certification, etc. required for this position:

- Professional Civil Engineer License
- Engineer in Training Certificate
- Survey License
- CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 90 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. **(This statement is for Equipment Operator positions.)**
- CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 90 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. **(This statement is for CDL positions other than Equipment Operators.)**
- Other

b) List preferred education or experience that may be used to screen applicants.

- Two years of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.
- Certified in the Society for Human Resource Management (SHRM) and/or Professional in Human Resources (PHR)
- Understanding of ADA and EEO rules and regulations
- Ability to prioritize projects & to complete work independently
- Ability to work with team members on numerous projects
- Writing Skills to include: Concisely articulating facts rather than opinions while using correct grammar and punctuation.

28. **ESSENTIAL PHYSICAL FUNCTIONS/DUTIES** – duties that 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 that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. All job duty physical demands are essential physical functions of this position and the employee must be able to perform them.

Definition of Frequency:

Occasional = 1-33% (1 – 100 reps)

Frequent = 34-66% (101 – 500 reps)

Continuous = 67 – 100% (500+ reps)

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Complete computer work	Sit - At a seated computer workstation.	N/A	Continuous
	Stand - To use printer, fax, scanner, file, etc.	N/A	Occasional
	Walk - To access printer, fax, scanner, etc.	N/A	Occasional
	Bilateral Hand Coordination - To use computer keyboard and mouse.	N/A	Continuous
	Reach, above shoulder - To access binders on shelves over desk (height of 54”).	N/A	Occasional
	Crouch or bend – To access files out of bottom file cabinets. To fill copy machine (low drawer).	N/A	Occasional
	Lift, floor to waist - To access files out of bottom file cabinets (<5 lbs.). To move recycled paper box (self-select weight).	10 lbs.	Occasional
	Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk. (30 to 54”).	20 lbs.	Occasional

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date