

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 KSH Human Resources office.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office. Items 13-17, DPS Use Only.

1. Agency Name Kansas Commission on Veterans' Affairs		9. Position No. K0140751	10. Budget Program Number 30100	
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) Public Service Administrator III (Business Manager)		
3. Division Kansas Soldier's Home		12. Proposed Class Title		
4. Section General Administration	For	13. Allocation		
5. Unit		Use	14. Effective Date	
6. Location (address where employee works) City Fort Dodge County Ford	By		15. By	Approved
		Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8 AM To: 5 PM	Office		17. Audit Date: By: Date: By:	

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate 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.

This position functions under the direction of the Superintendent of the Kansas Soldier's Home. The position carries out the duties of the Superintendent as delegated in his absence. It participate as a key member of the Senior Leadership Team serving 150 residents with an annual budget in excess of \$6M and an annual payroll in excess of \$4.5M; develops and implements short and long term care strategic goals and objectives along with the plans, policies, and procedures, which are applicable to the operation of the facility; prepares, enters and submits the facilities budget annually; is responsible for all phases of the fiscal and support services including, Accounting, Accounts Payable, Accounts Receivable, Reimbursement and Purchasing, Medicare and Medicaid billing; and supervises three permanent full time employees.

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

Name	Title	Position Number
Stephen L. Dunkin	Superintendent	K0140747

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Same as above	

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.

This position functions under the general supervision of the Superintendent. Decisions relative to planning, organizing and directing the program's purposes and goals are delegated to the incumbent. The incumbent is expected to perform normal day-to-day functions without advice or instructions. When instructions are necessary, they are given in the form of general plans, policies, statements of purpose, etc., and the instructions are usually oral. The work of this position is guided by the standards of the Kansas Department of Health and Environment, the United States Department of Veteran Affairs and all applicable state laws, rules and regulations.

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?

<p>Number Each Task and Indicate Percent of Time</p>	<p>Work involves the exercise of authority, control and responsibility for human, physical and fiscal resources necessary to operate and maintain the facility departments, programs and services. Duties are performed within broad guidelines established by the Kansas Commission on Veterans' Affairs. Evaluation of work performed involves a periodic review of the results achieved in accordance with state and federal statutes, regulations and directives which are applicable to the overall operation of a long term care facility.</p>
<p>1.50%</p>	<p><u>Administrative Duties</u></p> <p>Develops and implements short and long term care strategic goals and objectives along with the plans, policies, and procedures, which are applicable to the business operation of the facility. Plans, organizes, directs and evaluates the duties of staff who occupy positions which are skilled, technical and/or clerical in nature. Exercises administrative and supervisory control for the Business Office, its programs, services and operations through an ongoing evaluation process, which involves a variety of written and oral managerial tools. Determines if programmatic and departmental objectives or needs are being met. Formulates plans, initiates actions and/or establishes methodologies to correct any deficiencies; establishes quality services and insures compliance with all federal, state and/or agency guidelines. Conducts surveys to ascertain capitol improvements and outlay needs. Prepares and submits the facilities (KSH) portion of the agency (KCVA) budget. Works cooperatively with the agency Executive Director and Chief Fiscal Officer to provide requested budget information within specified timeframes. Establishes, maintains, and controls financial accounts to oversee and manage facility wide spending. Meets with supervisory personnel on a regular basis to advise them of administrative and fiscal directives and requirements. Allocates fiscal and physical resources across the program and departmental lines based on valid, non partial assessment as to what each department and/or area(s) needs to achieve their stated goals and/or fulfill their required functions. Reviews the recommendations, plans, policies and/or procedures formulated by departmental heads and/or program directors for adherence to and compliance with the overall agency goals and objectives. On occasion responds to an emergency and makes valid decisions as to a proper course of action. Supervises emergency services to insure the safety and security of the facilities residents and employees. Acts as liaison with outside agencies, vendors and consultants maintaining compliance with rules and regulations established by Governmental Ethics Commission. Responds to public requests for information regarding policies, procedures and operational status within established statutes. Coordinates public and community group actions in the planning and provision of program services. Carries out the duties of the Superintendent as delegated in his absence.</p>
<p>2.20%</p>	<p><u>Fiscal Duties</u></p> <p>Develops and implements plans and procedures governing the fiscal operation of the facility. Oversees the collection of all rents, maintenance and other payments due the facility. Supervises all accounting procedures and the maintenance of the fiscal ledgers. Insures that proper funding accounts are used in the receipt and disbursement vouchers. Conducts internal audits and is responsible for the Veterans Administration and legislative audits for fiscal matters. Reviews all vouchers for payment of bills and obligations and certifies as to proper encumbrance and availability of funds, insuring payment from proper accounts. Monitors fund balances for payroll; and directs funding changes in a timely manner. Projects expenses for facility and keeps Superintendent informed of funds status. Insures maintenance of accurate and credible records for all fiscal transactions. Upon receipt of state warrants, checks against the original submission to insure proper amounts, funds and accounts and that the accounts are correct, then forward warrants to the proper person or persons. Oversees fiscal year end close and ensures all encumbrances are processed accurately and appropriately. Other related duties as required. Ensures all resident accounts for Medicare, Medicaid and private insurance are accurate and up to date. Analyzes billings and submits statements to Medicare, Medicaid and private insurance companies or private paying entities in a timely manner to insure timely reimbursement to the facility.</p>

3. 20%

Purchasing Duties

Develops efficient policies and procedures for purchases made by the facility and implements such procedures within budgetary constraints. Receives purchase requests, issues purchase orders, and purchase requisitions on proper forms. Orders in accordance with state contractual agreements and budget allowances. Establishes contracts with outside labor, with or without the assistance of the Division of Purchasing, according to the rules and regulations. Uses competitive bidding to insure that the best pricing and quality for the facilities budget is obtained. Draws up and completes contracts between the institution and contractual consultants, insuring that the purchasing policy manual and budget restraints are recognized. Conducts valid surveys and accurately determines the capital outlay specifications within budgetary constraints, and submits the purchase requests to the Purchasing Division for competitive bidding. Enters into, through the Purchasing Division and State Architect, agreements to perform such competitive bidding and agreements to perform such work or services with outside sources. Verifies that all capital outlay purchases are properly inventoried. Insures that an accurate system is in place for the facility that takes inventory, assigns property numbers, and codes correctly all property items. Reconciles the inventory annually and submits a reconciled inventory in accordance with timeframes established by the Division of Accounts and Reports. Makes determinations, in consultation with other staff of what constitutes unusable property and disposes of said property in accordance with applicable rules and regulations. Insures that a correct and complete receipt of each purchase order, purchase request, and POV is received before vouchering for payment. Reviews all payment vouchers as to proper coding, accounts, funds, and timely payment. Conducts valid surveys as to future purchasing needs. Completes all Division of Purchase records, reconciliation's, and reports as required. Effectively manages the budget as to object codes and account allocations, insuring that spending is accomplished from proper accounts and object codes as assigned by the agency. Insures completion of reports and records of vehicle mileage and fuel consumption. Develops and implements agency procurement polices and procedures; oversees the maintenance of purchasing records and reports; reviews and approves the purchasing plans of subordinate managers. Performs other related duties as required.

4. 10%

Works cooperatively with fiscal staff in the KCVA Central Office to submit KSH information for agency reports and requests. Examples of such reports and requests would be the Contingent Liability Report, Sate Single Audit – Type B programs for Federal Audit, Comprehensive Annual Financial Report, etc. Performs special assignments or special projects as may be delegated by the supervisor or Executive Director and/or designee and completes within timeframes in accordance with special instructions given for the project.

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
Administrative Specialist (dual with HR Director)	K0140656
Administrative Specialist	K0140749
Accounting Specialist	K0140748
Storekeeper Specialist	K0140894

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 healthy 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.

Error on the part of this employee could result in a major disruption in the overall operation of the facility. It could adversely impact on the ability of employees to carry out their job function and seriously impair the provision of quality care and services to the residents of the Kansas Soldier's Home.

The lack of compliance to prescribed federal and state laws and regulations have the potential of resulting in potential liability and possible litigation. Failure to abide by prescribed rules and regulations could place the agency in non-compliance with established policies, rules and regulations. Failure to timely submit required reports and information could result in a delay of revenue receipt.

Failure to communicate effectively can have a significant impact on contractual service and professional consultant negotiations.

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

The position requires frequent and direct contact with community officials and public, professional hospital staff, employees, vendors, state officials, federal administrators, and the public. These contacts are made daily in person and/or by telephone. The purpose of these contacts falls within the positions responsibility as the Kansas Soldier's Home representative on general administrative matters and to promote public relations for these entities. Extensive and frequent contact is made with both clinical and non-clinical department heads within these agencies. Will have contact with other state agencies, local veteran organizations, local legislators and with the Kansas Commission on Veterans' Affairs to assess program delivery services.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provision of the HIPA Privacy Regulation including the requirements for the safeguarding, releasing and recording the release of such information. The incumbent will be trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and will be required to sign a confidentiality agreement.

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

The work may be stressful in the respect that it requires a high degree of thoroughness, attention to detail, self-discipline, patience, objectivity, and mental toughness to deal with multiple, diversified actions, generally on the same day.

Projects are complex, often with short turnaround time. Situations may arise in which this position deals with individuals who demonstrate aggressive behaviors. Long periods of time using a Computer may be required

The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms. Comfortable levels of temperature, ventilation, lighting and sound are inherent in the work environment. Exposure deviations from pleasant environmental conditions are only occasional. The likelihood of injury is remote. Occasional travel may be required with normal hazards and risks of automobile operation and road conditions.

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

Daily: Computers and related software (Microsoft Office Suite; STARS; etc), Telephone, Fax machine, copier, calculator and other basic office equipment.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment
in this position.
Education - General

Independent work experience in administrative work **and** any additional education and experience which meets the agency's requirement for the position.

Education or Training - Special or professional

- Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Accounting, Public Administration or similar degree.
- Three to five years experience in budgeting, accounting, finance, and/or purchasing including or supplemented by three years administrative or supervisory experience. Additional qualifying experience may be substituted for the education on a year for year basis.

License, certificates and registrations

Special knowledge, skills and abilities

Knowledge of the principles and practices of business management in the areas of accounting, procurement, budget, environmental services, and reimbursements. Experience with planning and projecting future operating needs of a diverse agency in terms of fiscal needs, staffing and program changes. Experience with developing and installing highly complex and large-scale administrative procedures and operations, including experience in evaluating their efficiency and effectiveness. Experience maintaining effective working relationships with administrative officials, employees and the public.

Ability to: 1) exercise independent judgment in evaluating situations and making decisions, 2) analyze and interpret written material for application to daily work, 3) communicate effectively through oral and/or written communication, 4) develop and install complex administrative procedures and operations, and to evaluate their efficiency and effectiveness, 5) plan and project future operating needs in terms of fiscal needs and staff changes, 6) operate a personal computer and software, 7) set goals and develop strategies and plans to meet goals, and 8) establish and maintain effective communication with internal and external customers.

Experience - Length in years and kind

- Experience with Medicare and Medicaid regulations and procedures as they relate to a skilled care facility.
- Strong interpersonal communication and customer service skills.
- Experience in a health care setting.
- Experience with state financial and budget systems.
- One year supervisory experience.

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 successfully pass background check as required by K.S.A. 39-970.

All employees (post employment offer) at the Kansas Veterans' Home are subject to the following regulation:
K.A.R. 1-19-19a, Drug screening test for certain employees requires (a) Any employee holding one of the following positions may be required to submit to a drug screening test in accordance with K.S.A. 75-4362, and amendments thereto, based upon reasonable suspicion of illegal drug use by that employee... (5) any employee of a state veteran's home operated by the Kansas Commission on Veterans' Affairs, as described in K.S.A. 76-191 *et seq.*, and K.S.A. 76-1951 *et seq.*, and amendments thereto.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date