

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University	9. Position Number W0006489	10. Department ID 3670003040
2. Employee Name (leave blank if position vacant) <i>VACANT</i>	11. Present Class Title (if existing position) Administrative Officer	
3. Division KSU Libraries	12. Proposed Class Title Same	
4. Section Administrative Services	13. Allocation <i>Administrative Officer</i>	
5. Unit Administration - HR/Payroll	Supervisory Status: <input checked="" type="radio"/> yes/ <input type="radio"/> no FLSA CODE: <input checked="" type="radio"/> nonexempt/ <input type="radio"/> exempt	
6. Location (address where employee works) City County Manhattan Riley	14. Effective Date: <i>May 4, 08</i>	
7. Type of Appointment (Circle)  Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> <i>100%</i>  School Employee <input type="checkbox"/>  Limited Term ending date (if applicable):	15. By: _____ Approved: <i>sl</i>	
	16. Audit(s) Date: _____ By: _____ Date: _____ By: _____	
	17. Position Review(s) Date: _____ Date: _____ Date: _____ Date: _____	

**PART II - Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
The major function of this position is to assist K-State Libraries' Director of Human Resources & Diversity by coordinating daily employment activities, determining which information requires immediate attention of the Director, referring matters to others as necessary, and planning, organizing and implementing key library-wide processes or programs that provide critical administrative support for the human resources function. The functional title of this position is HR Specialist. Responsibilities include creation and maintenance of personnel and payroll records (HRIS and Libraries personnel files) for 112 staff consisting of 66 unclassified professionals and faculty and 46 classified staff plus approximately 90 students; creation and maintenance of reappointment, promotion and tenure documents/records for approximately 40 faculty; initiating, creating and maintenance of all Affirmative Action and Div of HR documents required for recruitment activities; initiating, collecting, organizing, communicating, submitting and maintaining records for unclassified evaluations, performance plans, annual reappointments, contract renewals, conflict of interest statements, and statements of substantial interest for forwarding to Academic Personnel; initiate, disseminate and monitor classified evaluations to ensure these are prepared and submitted timely to the Div of HR; prepare payroll, appointment and benefit documents for all classified, unclassified and student employees; recruit student employees; administer and communicate benefits; and interpret for employees, supervisors and department heads policies and procedures related to payroll, new hire paperwork and benefits administration.

b) If this is a request to reclassify 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.

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

Name	Title	Position Number
Peggy Goe	Director of Human Resources and Diversity	W0041231

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Lori Goetsch	Dean of Libraries	W0006516

20. a) How much latitude is employee allowed 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.

- (a) Employee is expected to manage library personnel and payroll procedures and record maintenance; s/he must demonstrate the ability to work autonomously, accurately, professionally and timely, and recognize those occasions when consultation with the Director of Human Resources and Diversity on operations and policy are warranted. Employee must demonstrate knowledge and management skills to maintain the confidence of faculty, clerical and student staff to successfully perform student recruitment, personnel, payroll and records maintenance duties. Employee is required to make independent judgments and decisions and to work competently, professionally and collaboratively with library and university departments, and outside agencies.
- (b) Instructions from the Director of Human Resources & Diversity are general in nature. The desired outcome is stated, but generally the employee has complete latitude in determining the process and resources used in reaching the outcome. Guidelines may include the KSU Policy and Procedures Manuel, the KSU Unclassified Handbook, the KSU Affirmative Action Manuel, State of Kansas Personnel Regulations, K-State Libraries and University Master Calendar, K-State Libraries By-Laws and Promotion/Tenure Documents and frequent updates issued by the KSU Division of Human Resources.
- (c) Assignments are made verbally or by e-mail correspondence. Employee is required to use sound judgment and make independent decisions, or to address concerns or questions from the Director of Human Resources & Diversity or employees as they arise. Generally, detail is very limited; initiative, resourcefulness, and oral and written communication skills are necessary to determine the appropriate response, recommendation, personnel transaction or referral.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual 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 result or outcome expected); **\*how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and 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 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 or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

No. % E or M

1. 40 E Personnel management for the library: Confers with Library Administration to determine process and transactions needed to accomplish goals of recruitment, reappointments, personnel matters and position descriptions and to discuss updated university and/or library policies and state and federal regulations. Using excellent organizational and time management skills, manages activities related to the unclassified promotion, tenure and reappointment process and maintains required

confidential documents using knowledge of promotion and tenure policies: Prepares annual reappointment notices for probationary faculty; organizes responses from external, internal and blind reviewers for faculty promotions; and in consultation with the chair and secretary of Committees on Promotion and/or Tenure receives and compiles voting ballots and comments for faculty reappointment, tenure and/or promotions. Maintains promotion and tenure records and files. Establishes procedures and manages record retention activities for employment records in compliance with state and federal regulations and KSU PPM. Acts as a resource person using interview techniques and counseling skills for all organization questions regarding employment matters: Prepares, manages and responds to sensitive information competently and confidentially related to bereavements, benefits, medical conditions and leaves, terminations and employment. Manages employee announcements timely; prepares and submits faculty employment announcements to professional associations. Manages information records and databases relating to faculty and staff employment and university and federal benefits programs. Using fair employment practices, recruits student employees and analyzes placement within the library. Manages human resources administrative support functions for recruitment, appointments, changes, separations, payroll, benefits, evaluations, training, and ergonomic reviews. Monitors and ensures international faculty recruits have necessary documentation required to work in the United States. Provides a productive interface with faculty and staff supervisors and Divisions of Human Resources, managing and preparing personnel documents in an accurate and timely manner. Reviews all classified position descriptions and assures that annual updates are within criteria established by Human Resources. Initiates the employee review process for all classified positions in the library. Updates the Annual Status Review Worksheet and ensures it is maintained on the intranet. Recommends and implements personnel policy or procedures enhancements to improve library operations. Disseminates information of new state and university policies and procedures related to employment matters. Resources to accomplish work include knowledge of personnel management, HRIS, Division of Human Resources policies/procedures, state of Kansas benefits, KSU Policies & Procedures, K-State Libraries Faculty Promotion and Tenure Documents, university & libraries master calendars, state and federal regulations and fair employment practices. Designs, implements and revises processes/procedures/forms to enhance effectiveness of personnel management function. Work is periodically reviewed by supervisor for results achieved.

2. 20 E Payroll management for unclassified and classified library staff: Maintains all Human Resource Information System (PeopleSoft) payroll and leave records for faculty and unclassified professional staff (approximately 60), classified staff (approximately 55), and student employees (approximately 90) using knowledge of HRIS, time-clock software, university policies and procedures, and state and federal regulations. Accuracy and timelines are expected so that each employee receives a paycheck for the appropriate amount without delay. Designs, implements and revises processes/procedures/forms to enhance effectiveness of the payroll management function. Creates, updates and maintains fiscal and personnel reports including spreadsheets to prepare annual contracts and merit letters for unclassified staff, to track and manage position lines and funding, to show staffing projections, and monitor recruitment costs for budgeting. Implements the salary administration plan by preparing contracts and merit letters with appropriate terminology. Work is periodically reviewed by supervisor for results achieved.

3. 30 E Faculty, staff and student recruitment, hiring, evaluating: Initiates recruitment for all unclassified and classified position openings in the library by preparing and submitting the forms necessary to Human Resources or Affirmative Action to begin the recruitment process. Initiates student recruitment by preparing recruitment ads. Submits ads to newspapers and websites. Completes the hiring process for staff by initiating the required personnel and Affirmative Action forms and scheduling the selected candidate for benefits' orientation. Completes the hiring process for student employees by performing pre-screening interviews, making hiring recommendations, initiating and processing paperwork needed by the Div of HR for payroll purposes. Informs all other applicants that the position has been filled. Ensures job postings are maintained and removed timely. Designs, implements and revises processes/procedures/forms to enhance the effectiveness of the recruitment,

hiring and evaluation function. Assures position descriptions are current and accurately reflect duties and responsibilities required by maintaining contact with staff supervisors and unit heads. Work is periodically reviewed by supervisor for results achieved.

4. 5 E Staff training, morale, recognition: Using organizational knowledge and sound judgment, analyzes employee and organizational needs and identifies potential programs to meet the needs of K-State Libraries. Coordinates routine staff training by assessing training needs, communicating with internal and external resources regarding training courses, scheduling and advertising training sessions, and maintaining each employee's training history. Manages the library's ergonomics program by meeting with employees to discuss their needs, coordinating ergonomic reviews with state public health officials, and implementing ergonomic recommendations to ensure the comfort of employees. Promotes employee morale and recognition by developing and coordinating the implementation of recognition/reward programs. Designs and implements processes/procedures/forms to enhance the effectiveness of this function.

5. 05 M Other duties as assigned including, but not limited to, serving on library and/or university committees and assisting other members of the Administrative Services department as needed.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.  
 Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.  
 Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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One student employee may be assigned to this position.

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 and describe consequences of action.

Personnel/payroll documentation must be continually monitored for complete and current accuracy. Failure to do so could result in an employee being paid incorrectly or in a timely manner; employees could be hired illegally if I-9 documentation and deadlines not met; employee benefit information could be outdated or inaccurate creating problems for their coverage.

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

Contact with faculty and staff occurs daily to answer questions regarding various human resources procedures, payroll or benefits. Contact with the public occurs more frequently during the recruitment process to coordinate materials and interviews. Contact with Human Resources, Payroll, Academic Services and the Affirmative Action Office occurs frequently to assist with policy and procedure questions, specific employee benefit questions, and recruitment procedures. Contact with officials is infrequent.

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

Eye strain and other discomforts associated with prolonged computer use. It is necessary to occasionally stand or walk to alleviate possible aches and stiffness from prolonged periods of sitting.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

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Use of an ergonomically correct workstation and recommend periodic breaks and stretching to relieve physical stress from computer work.

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

Computer – daily                      Telephone – daily  
Fax machine – 2-3 x per week      Calculator – weekly  
Typewriter – as needed              Shredder – monthly or as needed

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**PART III - Education, Experience and Physical Requirements Information.**

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27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

Four years of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the agency.

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28. **NECESSARY SPECIAL REQUIREMENTS**

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Notary public, or eligible to become one.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Be able to do repetitive movements as needed for computer work.

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29. **PREFERRED QUALIFICATIONS AND SKILLS**

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

Prefer a minimum of three years of administrative support experience in a busy academic setting.

b) List preferred special knowledge, skills and abilities.

Proficiency using spreadsheets, HTML, dream weaver, databases and general office technology.  
Ability to multi-task.

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30. **BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

N/A

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