

# 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: W0010015  
10. Department ID: 3670045050

2. Employee Name (leave blank if position vacant): Hodges, Alison  
11. Present Class Title (if existing position): Public Service Administrator I

3. Division: College of Engineering  
12. Proposed Class Title:

4. Section: Department of Chemical Engineering

5. Unit:

6. Location (address where employee works):  
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%

School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)  
FROM: 8 AM/PM TO: 5 AM/PM

H	13. Allocation	Public Service Administrator I
U		
M	Supervisory Status:	yes/no FLSA CODE: nonexempt/exempt
A		
N		
-		
R	14. Effective Date:	9/18/09
F	15. By:	Approved: LEB
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
-		
C	17. Position Review(s)	
E	Date:	Date:
S	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.)

This position exists to provide administrative support to the Department of Chemical Engineering. This position relieves the department head of many of his/her administrative duties by fulfilling many of the functions that an assistant department head would ordinarily perform. The incumbent provides information and advises department faculty and staff on personnel issues, university policy, grants and contract regulations and administrative concerns, and other fiscal administrative procedures.

The relief in administrative workload provided by this position allows the faculty to focus on the teaching and research mission. By providing solid administrative support to the faculty, the faculty are able to take a more aggressive role in seeking external funding and spend more time with students, than would otherwise be possible.

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.

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

Name	Title	Position Number
James Edgar	Department Head	W0010014

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
All Faculty may provide input via the department head.		

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.

In most cases the incumbent is given an end result that must be achieved and has complete latitude in how it is accomplished. Employee must be self-motivated to determine how best to fulfill the needs of the department. The individual exercises tremendous judgment as she/he has authority to proceed on her/his own in most matters. The department head relies on this employee recognizing when his/her input should be sought. Often errors, if made, are not likely to be discovered until it is too late to correct them. Incumbent consults the KSU Policies/Procedure Manual, Classified Handbook, Faculty Handbook, Federal Regulations, etc. and consults with a variety of specialists on campus in order to determine how to proceed in fulfilling department goals.

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

1. 60 E This position provides the department with administrative support of fiscal management. Incumbent provides information on funds available, projected expenses and expected funding to project principal investigators and department head and collaborates with the department head to compare and collate information for budget preparation. Additionally, recommendations are made to the department head on the possible ways that funds can be utilized to best meet the needs of the department and to the principal investigators of grants on possible ways that funds can be utilized to best meet the objectives of the project. Projections and possible courses of action are provided to the faculty on funding of graduate students, teaching assistance, and non-state funded office assistants. The incumbent compiles and analyzes data and reports in order to provide this information.

Prepares information for three yearly budget presentations, one each to the faculty, to the Dean and to the External Advisory Board. Synthesizes in-depth fiscal analyses of these reports to determine specific departures from historical trends and the circumstances that have caused those departures. Develops new tools to assist faculty and department head in understanding fiscal information and aid them in the decision-making process.

Monitors expenditures to insure compliance with state and federal guidelines, and verifies that funds will be available to meet all department needs.

Audits payment documents, PeopleSoft data and payroll documents, FIS account statements and all financial reports to ensure accuracy of all records and transactions, ensure that all indirect costs, grant funds, salary savings, and carry forward balances to which the department is entitled are received.

On behalf of department faculty, the incumbent interacts with other campus offices and departments to solve problems, resolve issues of compliance, and to represent departmental concerns to KSU administration on a wide range of university policies and procedures.

Maintains a complex accounting system in QuickBooks that generates account information by areas of departmental concern as well as by the traditional KSU FIS categories. This system must include all outstanding purchase requisitions, payroll and commitments in order to give a true and accurate picture of balances available to faculty. Currently, 95 accounts are kept (23 are grant accounts, 24 are foundation). Each entry is categorized using 45 income categories and 180 expense categories. An average of 1.5 million dollars in income and 1.5 million dollars in expenditures are tracked through the system each year.

All purchasing is handled or overseen by this position. University, departmental and, when applicable, sponsor regulations are interpreted and followed. Incumbent must insure that funds are available prior to the purchasing of items. Unusual purchases are brought to the attention of the department head. Assignment of funding for orders is based upon general communications with department head and faculty. Reliance is placed upon the incumbent to recognize when further communication is necessary regarding specific expenditures.

Advises and gives guidance to faculty regarding KSU policy, federal and state regulations, and sound fiscal management procedures.

To accomplish these tasks, the incumbent utilizes analytical thinking skills and a solid knowledge of university, federal and state regulations. PeopleSoft, FIS, E-Forms, Excel, QuickBooks, PowerPoint, Word, Outlook, and the information available on the web are all used in completing these tasks.

In all aspects of this position, review is done based upon the smooth flow of funds and work. Effectiveness and efficiency are judged by feedback from university officials, department project leaders regarding timeliness, usefulness, errors, omissions, and compliance. Individual tasks are not reviewed unless problems have arisen, or during the periodic performance review.

2. 20 E This position provides leadership in the department as the office manager.

This individual is responsible for the hiring, evaluation, training and motivation of all front office staff and insures that all job descriptions are accurate and up to date. The incumbent documents any adverse personnel situations and works to correct the problems as they arise.

The incumbent insures that workflow is smooth and that projects assigned to the office are completed in an acceptable and timely manner. Requests from faculty that involve the use of staff time must be monitored and this person must insure that workload distribution and priorities are in line with the short and long term goals of the department.

To accomplish these tasks, the incumbent utilizes a solid knowledge of university personnel policies and federal and state law. Additionally, the incumbent must utilize PeopleSoft, Word, Outlook, and the information available on the web to complete these tasks.

Review is done based upon the quality and quantity of support provided to the faculty. This review occurs when problems have arisen, or during the periodic performance review.

3. 20 E As personnel manager for the department the incumbent is responsible for the maintenance of all personnel records for the department. In the current year this has included 14 faculty and visiting scholars, 4 classified staff, 27 graduate students and research associates, and 12 student hourly workers. This individual is the point of contact for all personnel-related questions and must be knowledgeable with respect to all procedural matters. This person has authority to sign on behalf of the department head for any and all personnel paperwork where such delegation is allowed by the university.

Insures that funding changes for appointments, which often occur repeatedly during the year, happen in a timely manner. This individual must have a solid understanding of budgets and sponsor requirements. Additionally, communication with faculty regarding their projects and students must be frequent and accurate.

MAINTAIN HUMAN RESOURCES

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This position is responsible for all appointment papers and termination papers for the department. This individual must have a solid understanding of personnel requirements and guidelines from the Graduate School, International Student Office and Affirmative Action Office and communicate this information to the department head and faculty during recruitment and other personnel decision-making processes.

To accomplish these tasks, the incumbent utilizes a solid knowledge of university, federal and state policies and regulations. Additionally, the incumbent must utilize PeopleSoft, FIS, E-Forms, Excel, QuickBooks, Word, Outlook, and the information available on the web to complete these tasks.

In all aspects of this position, review is done based upon the smooth flow of funds and work. Individual tasks are not reviewed unless problems have arisen, or during the periodic performance review.

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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
Senior Administrative Assistant	W0010019
Senior Administrative Assistant	W0010021

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.

Undetected errors in payroll and travel voucher processing can result in major hardship for faculty, staff and students. Errors in judgement on allowability of costs on can result in department being required to repay funds. Inaccurate projections on salaries, office costs, etc. can result in serious disruption of the teaching and research missions of the department through lack of funds to accomplish tasks. The department relies heavily on this position to foresee potential problems and suggest solutions in a timely manner.

This position has authority to sign on behalf of the department head for all department transactions related to personnel and accounting matters. Nearly all of the paperwork processed by the incumbent is not reviewed by anyone else and thus errors could occur that would have an adverse impact on many aspects of the department's operation.

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

Contact is made daily with faculty, staff, undergraduate and graduate students regarding personnel matters and purchasing issues. Contact is made weekly with Human Resources, Sponsored Programs Accounting, Controllers Office, Engineering Experiment Station, and Dean of Engineering office to solve problems, develop solutions, provide departmental perspective to administration, and conduct the business of the department. Contact is made as needed with Affirmative Action and Office of the Provost regarding contracts for unclassified employees. Incumbent is a key representative of the department and must be able to provide concise, accurate and professional opinions to faculty and staff in administrative offices.

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

The conflicting needs and priorities of faculty and administrators, and of the department and other university offices can cause a great deal of stress on the person in this position as it functions to facilitate communication and negotiate solutions that meet these conflicting needs. Repetitive movements of the arms, fingers, hands and wrists involved in computer use. Though expected to be safe, hazardous chemical products are often delivered through the office, which carry a risk of leakage.

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

Ergonomic workstation is provided, and regular breaks are allowed.

CONTACT HUMAN RESOURCES

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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, printer, calculator, phone, fax and copy machines are used daily.

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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)

Six months of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education can 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.

KSU Supervisory Training Certification within 6 months of employment.

*Indication for*

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

Ability to communicate in person, by phone, and by email with people inside and outside of the department and to produce accounting work, reports, and computer output in physical and electronic media.

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29. **PREFERRED QUALIFICATIONS AND SKILLS**

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

One year experience or equivalent education in analyzing, interpreting, and applying policy, rules and regulations  
Three years experience or equivalent education in account maintenance and payment document processing  
Three years experience or equivalent education in administration of program or office management  
B.S. degree or equivalent relevant experience

b) List preferred special knowledge, skills and abilities.

Familiarity with pertinent State of Kansas regulations, forms, procedures, etc.  
Ability to establish and maintain effective working relationships with administrative offices  
Knowledge of KSU accounting and payroll systems  
General knowledge of accounting, personnel and compliance issues in a university setting  
Ability to interpret and apply relevant regulations, guidelines, and laws  
Skilled in the use of modern office and accounting software

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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).