

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the signed original document to KDHE Office of Personnel Services.

CHECK ONE:     NEW POSITION                       EXISTING POSITION

**Part I - Position Information** Agency Number 264

1. Agency Name KS Department of Health and Environment	9. Position No. K0244616	10. Budget Program Number 21661
2. Employee Name (leave blank if position vacant) ,		11. Present Class Title (if existing position) Environmental Specialist
3. Division Division of Public Health		12. Proposed Class Title (if reallocation or new) Environmental Specialist
4. Section Bureau of Community Health Systems	For Use  By   Personnel   Office	13. Approved Class Title Environmental Specialist
5. Unit		Pay Grade <input type="checkbox"/> KOSE      FLSA 30                      Covered      NonExempt
6. Location: CSOB  City: Topeka      County: Shawnee		14. Effective Date 11/10/2022
7. <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Reg/Perm                      100% <input type="checkbox"/> Temp. (with benefits) <input type="checkbox"/> Part time <input type="checkbox"/> Temp. (no benefits)		15. By Stover , Hope N
8. Regular hours of work (work schedule) 8:00am - 5:00pm		16. Audit Date:                      By: Date:                      By:
	17. Audit Date:                      By: Date:                      By:	

**Part II - Organizational Information**

18. 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 changed the duties and responsibilities of the position.

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

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Meinholdt, Jason S	Environmental Program Admin Supervisor	K0229506

Who evaluates the work of incumbent in this position?

20. a) How much latitude is allowed employee in completing the work?

Significant

b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? Instructions or directions are provided by the Supervisor as appropriate. A general outline of work to be performed is provided.

c) State how and in what detail assignments are made.

Work assignments, along with instructions or directions are provided by the Supervisor as appropriate. Assignments are made verbally or by notes. This employee is allowed a certain amount of latitude in completion of work. Employee is assigned certain routine program responsibilities.

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?

**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. No duty shall exceed 50% nor be less than 5%. Essential Functions** are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accomodation. **Marginal Functions** are peripheral, incidental or minimal parts of the position.

Number	% of Time	E or M	Description
1	50	E	Use geographic information system (GIS) software to analyze spatial data related to Tier II and Toxic Release Inventory (TRI) chemical storage and releases. Discover patterns and trends through spatial mapping of data. Produce maps showing spatial distribution of Tier II chemical storage facilities and TRI data. Perform data munging and cleaning of Tier II and TRI data. Prepare information and present to stakeholders, including Local Emergency Planning Commissions (LEPCs), the Commission on Emergency Planning and Response (CEPR), and the Kansas Emergency Managers Association (KEMA). Utilize mapping and data analytics to ensure compliance with Emergency Planning and Community Right-To-Know Act (EPCRA) rules and regulations, including compliance with state regulations.
2	20	E	Conduct quantitative and qualitative analyses of Tier II and TRI reporting data. Perform scientific analysis of the reported data to interpret trends and issues pertaining to chemical storage and releases in Kansas. Using analytical data, determine areas of focus for targeted outreach, education, and regulatory compliance activities. Prepare written reports of findings and present to leadership and stakeholders. Provide consultation to the public, regulated facilities, and local governments on program data.
3	10	E	Provide overall program support for the Right-to-Know program, including data entry and filing assistance, providing support for local, state, and federal partners, and providing support for regulated facilities regarding compliance the EPCRA.
4	10	E	Provide general GIS support for all radiation control program areas. This includes mapping radon data for grant report inclusion, developing GIS products to aid radioactive material license and X-Ray inspection programs, and development of other mapping products as needed.
5	5	E	Provide assistance in the collection, compilation, and analysis of technical and scientific data during responses to radiological emergencies. This will require the incumbent to participate in training, drills, exercises, and respond to real events as a member of the agency radiological emergency response team.

6	5	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.
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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes this 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.

Incumbent Name	Class Title	Position Number
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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 work flow.
- 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.

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

	Contact	Contact Other	Frequency	Purpose	Other Purpose
<input checked="" type="checkbox"/>	Local Government Officials		Frequently	provide program information	
<input checked="" type="checkbox"/>	State Government Officials		Occasionally	provide program information	
<input checked="" type="checkbox"/>	Federal Government Officials		Occasionally	provide program information	
<input checked="" type="checkbox"/>	Community Contacts		Occasionally	provide program information	
<input checked="" type="checkbox"/>	Private Consultants		Occasionally	explain rules and/or regulations	
<input checked="" type="checkbox"/>	Owners		Occasionally	explain rules and/or regulations	
<input checked="" type="checkbox"/>	Operators		Frequently	explain rules and/or regulations	
<input type="checkbox"/>	Legislature		Not Used	obtain or verify information	

<input checked="" type="checkbox"/>	KDHE Program Staff		Daily	obtain or verify information	
<input checked="" type="checkbox"/>	Other	Public	Frequently	provide program information	

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

Normal Office Environment

Other (please explain)

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

	Safety Description
<input checked="" type="checkbox"/>	Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public.
<input checked="" type="checkbox"/>	Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur.
<input checked="" type="checkbox"/>	Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training.
<input checked="" type="checkbox"/>	Personal protective equipment is provided as necessary.
<input checked="" type="checkbox"/>	The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries.
<input checked="" type="checkbox"/>	Normal driving and road hazards may occur while traveling Kansas roads.
<input checked="" type="checkbox"/>	Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc.
<input checked="" type="checkbox"/>	Requires the use of computer, copier, calculator, fax, and other electrical office machines.
<input checked="" type="checkbox"/>	Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office.

25. (a) Performance of the duties of this position could reasonably be anticipated to cause exposure to blood, blood products and/or other potentially infectious materials. (Indicate Yes or No)

Yes

No

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

	Machine Description	Frequency Used	Other
<input checked="" type="checkbox"/>	Computer	Daily	
<input checked="" type="checkbox"/>	Telephone	Frequently	
<input checked="" type="checkbox"/>	Copier	Frequently	
<input checked="" type="checkbox"/>	Fax machine	Occasionally	
<input checked="" type="checkbox"/>	Scanner	Frequently	
<input checked="" type="checkbox"/>	Scientific equipment	Occasionally	
<input checked="" type="checkbox"/>	Sampling equipment	Occasionally	
<input checked="" type="checkbox"/>	Vehicle	Occasionally	

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### Part III - Educational and Experience Information

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27. Minimum Requirements (MR) as stated in the State of Kansas Specification. Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.

**Minimum Requirement:**

Bachelor's degree in environmental, agricultural or natural sciences/resources and three years of experience in an environmental program/project area.

Training and experience in Radiation Sciences and Health Physics including radiological monitoring, dose assessment, and radon measurement and mitigation may be substituted for a bachelor's degree.

**Required Education:**

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Education or Training - Special or professional

Preferred:

	Education	Degree Area
<input type="checkbox"/>	High School/GED	
<input checked="" type="checkbox"/>	Bachelors Degree	Environmental Science and/or Geospatial Information Systems
<input type="checkbox"/>	Masters Degree	

<input type="checkbox"/>	Ph.D.	
<input type="checkbox"/>	M.D.	

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License, certificates and registrations

	License Description
<input checked="" type="checkbox"/>	Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
<input type="checkbox"/>	Professional Engineer - Incumbent is required to maintain a professional engineering license while in the position.
<input type="checkbox"/>	Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.

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Special knowledge, skills and abilities

	Skills	Skills Description
<input checked="" type="checkbox"/>	Computer Skills	Word, Excel, PowerPoint, Access
<input checked="" type="checkbox"/>	Grammar	Proofreading, editing, attention to detail
<input checked="" type="checkbox"/>	Other	Public Speaking and training
<input checked="" type="checkbox"/>	Other	Radiological emergency preparedness and response.
<input checked="" type="checkbox"/>	Other	Experience in database management
<input checked="" type="checkbox"/>	Other	Experience in technical reporting and writing
<input checked="" type="checkbox"/>	Other	Experience in environmental data analysis and management
<input checked="" type="checkbox"/>	Other	Experience in GIS information systems, such as ESRI

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Experience - Length in years and kind

Preferred:

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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.

Employee must obtain certification by a physician to utilize personal protective equipment including respiratory protection equipment and be able to maintain that qualification.

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Signature of Employee	Date	<u>Stover , Hope N</u> Signature of HR Official	<u>11/2/2022</u> Date
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Approved:

<u>Meinholdt, Jason S</u> Signature of Supervisor	<u>11/1/2022</u> Date	Signature of Agency Head or Appointing Authority	Date
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