

POSITION DESCRIPTION

Position No: MO123567 **Job Code:** 002800 **Title:** Coordinator

Department: Equal Opportunity Office

Position Summary

Reporting to the Director, this position is responsible for providing administrative support and assistance; serving as primary point of contact for the EOO and liaison for AA/EO/ADA/504 programs; and maintaining fiscal records for departmental budgets.

Principal Accountabilities

1. Act as the primary program liaison for AA/EOO and ADA/504 programs:
 - Protect the confidentiality of departmental business.
 - Receive inquiries from students, staff and the general public. Provide appropriate information and assistance, follow departmental protocols, accurately interpret department policies and procedures, and make appropriate referrals as needed.
 - Coordinate arrangements for all student accommodations approved by the EO/Disability Specialist with the Office Specialist and service providers (e.g., proctors, readers, notetakers, captioners, sign language interpreters).
 - Coordinate the recruitment and selection process, working in conjunction with the EO and AA Specialists, and acting as liaison between hiring departments and the EOO.
2. Maintain fiscal records for the department budgets:
 - Accurately maintain budget records (departmental OOE account and disability accommodation accounts receivable/payable).
 - Monitor departmental expenditures, make appropriate encumbrances, process purchase orders and budget transfers, and reconcile department records with monthly printouts.
 - Generate quarterly and yearly budget status reports.
 - Order office supplies and equipment; process purchase requests, payment vouchers, invoices and work orders; ensure timely payment.
3. Provide clerical, administrative and paraprofessional assistance to the Director and Senior Coordinators:
 - Provide back up to Office Specialist for reception and phones; ensure office coverage.
 - Develop forms, informational materials, spreadsheets and databases as necessary or as directed to ensure efficient functioning of program.
 - Assist in monitoring legal developments, regulatory shifts, and court cases by conducting literature reviews and/or retrieving legal reference materials from library or other sources as needed.
 - Staff advisory groups, taskforces and Equal Opportunity Liaison Group, attend committee meetings, take minutes, maintain committee rosters, schedule meetings, and prepare meeting agendas and supporting materials.
 - Assist with development of records retention schedule, and coordinate the maintenance, retrieval and purging records, legal references and court reviews.

May take notes or transcribe dictation from interviews.
May assist in supervising, training, and providing work assignments to clerical and other seasonal employees.

4. Assist with the completion of special projects.

Minimum Qualifications

1. Bachelor's Degree
2. At least two years increasingly responsible experience in an administrative capacity which includes budget maintenance, account receivable/payable, records management, and office management.
3. Proficiency with word processing, spreadsheets, graphic and desktop publishing software.
4. At least one year experience with PeopleSoft (e.g., Administration, Financials, or Timekeeping).
5. Demonstrated ability to communicate effectively, both orally and in writing.
6. Strong organizational skills and the ability to coordinate multiple tasks simultaneously and manage competing and shifting priorities.

Experience may be substituted for degree on a year for year basis.

Preferred Qualifications

1. 1-3 years of technical or paraprofessional experience in an AA/EEO or Human Resource office.
2. Knowledge and understanding of civil rights laws, particularly ADA/Section 504 and Title VII.
3. Ability to transcribe taped dictation.
4. Demonstrated ability to preserve the confidentiality of issues and records handled in the department.
5. Demonstrated sensitivity, awareness and ability to establish and maintain effective relationships with diverse groups of people.

Salary Range

21,000 - \$31,500

Length of Appointment

Unclassified subject to the regulations of the State of Kansas, the Board of Regents and the University of Kansas.

Location

The University of Kansas Medical Center
3901 Rainbow Boulevard Kansas City, Kansas 66160

Equal Opportunity

The University of Kansas is an affirmative action, equal opportunity institution which welcomes applications from all qualified persons regardless of sex, race, color, religion, sexual orientation, disability, veteran status, ancestry or age, national origin marital status. To request accommodation in the application process, contact 913- 588-1206. Persons with speech or hearing impediments may access the Kansas State Relay at 800-766-3777.

Analysis of Coordinator position for determination of essential and marginal duties:

DUTY 1

Act as the primary liaison for AA/EEO and ADA/504 programs:

- Protect the confidentiality of departmental business
- Receive inquiries from students, staff, and the general public. Provide appropriate information and assistance, follow departmental protocols, accurately interpret department policies and procedures, and make appropriate referrals as needed.
- Coordinate arrangements for all student accommodations approved by the EO/Disability Specialist with the Office Specialist and service providers (e.g., proctors, readers, note takers, captioners, and sign language interpreters).
- Coordinate the recruitment and selection process, working in conjunction with the EO and AA Specialists, and acting as liaison between hiring departments and the EEO.

Questions to ask/factors to consider:

- % of time
This question is not relevant for an unclassified, overtime exempt position.
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past and present employees.
- *Performed by current incumbent?*
Not applicable
- *Position exists to perform duty?*
Yes, this is a major reason for the existence of the position and needs to be done to ensure appropriate, accurate, and timely handling of office programs.
- *Limited number of employees to perform duty?*
Yes, one employee is available to perform duty.
- *Highly specialized duty?*

Yes, administrative experience, organizational skills, and coordinating abilities are required. Specialized knowledge of AA/EEO and ADA/504 principles, policies, and procedures is important for acceptable performance.

- *Critical importance?*
5- is critically important to the effective functioning of the office.
- *Employer's judgement?*
Yes, this is an essential function of the position. The purpose is to receive inquiries, provide information or referrals, and coordinate specific program activities.
- *CONCLUSION?* Duty is “**essential**”

DUTY 2

Maintain fiscal records for department budgets:

- Accurately maintain budget records (departmental OOE account and disability accommodation accounts receivable/payable)
- Monitor departmental expenditures, make appropriate encumbrances, process purchase orders and budget transfers, reconcile department records with monthly printouts.
- Generate quarterly and yearly budget status reports.
- Order office supplies and equipment; process purchase requests, payment vouchers, invoices, and work orders; ensure timely payment.

Questions to ask/factors to consider:

- *% of time?*
This question is not relevant for an unclassified, overtime exempt position.
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past & present employees.
- *Performed by current incumbent?*
Not applicable
- *Position exists to perform duty?*
Yes, this is a major reason for the existence of the position and needs to be done to ensure accurate budget records and records of expenditures, encumbrances, and monthly financial records.
- *Limited number of employees to perform duty?*
Yes, one employee is available to perform duty.
- *Highly specialized duty?*
Yes, administrative experience in budget maintenance and accounts receivable/payable is required. Experience with PeopleSoft necessary.
- *Critical importance?*
- is critically important to the fiscal record's maintenance of the department budgets.
- *Employer's judgement?*
Yes, this is an essential function of the position. The purpose of it is to maintain accurate budget records, monitor expenditures, make proper encumbrances, generate budget reports, perform all supply/equipment ordering and processing of related purchase orders, payment vouchers, etc.
- *CONCLUSION?* Duty is “**essential**”

DUTY 3

Provide clerical, administrative, and paraprofessional assistance to the Director and Senior Coordinators:

- Provide back up to Office Specialist for reception and phones; ensure office coverage.
- Develop forms, informational materials, spreadsheets, and databases as necessary or as directed to ensure efficient functioning of program.
- Assist in monitoring legal developments, regulatory shifts, and court cases by conducting literature review and/or retrieving legal reference materials from library or other sources as needed.
- Staff advisory groups, tasks forces and Equal Opportunity Liaison Group, attend committee meetings, take minutes, maintain committee rosters, schedule meetings, and prepare meeting agendas and supporting materials.
- Assist with development of records retention schedule, and coordinate the maintenance, retrieval and purging of program records including correspondence, university records, compliance reports, complaint files, budget records, legal references and court reviews.
- May take notes or transcribe dictation from interviews.
- May assist in supervising, training, and providing work assignments to clerical and other seasonal employees.

Questions to ask/factors to consider:

- *% of time?*
This question is not relevant for an unclassified, overtime exempt position.
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past & present employees.
- *Performed by current incumbent?*
Not applicable
- *Position exists to perform duty?*
Yes, this is a major reason for the existence of the position and needs to be done to ensure office reception and phone coverage, to develop needed forms/pamphlets/handouts, to promote efficient office record keeping and training of clerical and seasonal personnel.
- *Limited number of employees to perform duty?*
Yes, one employee is available to perform duty.
- *Highly specialized duty?*
Yes, administrative office management skills are required, as is proficiency with word processing, spreadsheets, and desktop publishing.
- *Critical importance?*
3- is very important to the efficient operation of the office for the production of effective training handouts, pamphlets, and other informational materials.
- *Employer's judgement?*
Yes, this is an essential function of the position. The purpose is to ensure office reception and phone coverage, to develop effective materials for training and informational handouts, to ensure up to date legal information and assist with office records maintenance & retention.
- **CONCLUSION?** Duty is “**essential**”

DUTY 4

Assist with the completion of special projects; perform other duties assigned.

Questions to ask/factors to consider:

- *% of time?*
This question is not relevant for an unclassified, overtime exempt position.
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past and present employees.
- *Performed by current incumbent?*
Not applicable
- *Position exists to perform duty?*
No, this is not a major reason for the existence of the position; other departmental employees can perform duty.
- *Limited number of employees to perform duty?*
No, other employees in department can perform.
- *Highly specialized duty?*
No special skills usually required.
- *Critical importance?*
2- is not critically important to the overall functioning of the office.
- *Employer's judgement?*
No, this is not an essential function of the position.
- *CONCLUSION?* Duty is "**marginal**".

PHYSICAL REQUIREMENTS CHECKLIST

Position Title: COORDINATOR Position #: MO123567
 Completed By: BARB JONES Title: Supervisor Date: 4/11/01

***Instructions:** Identify essential functions before completing this checklist. Complete Part I and II for all positions. Complete Part III for positions involving medium, heavy or very heavy physical activity.*

PART I

Indicate with an **X** the average amount of time the following are required during a typical day/shift to perform the essential duties of the job.

- KEY:** **N** Never
 O Occasionally (activity or conditions exist 0 – 2.5 hours/day)
 F Frequently (activity or conditions exist 2.5 – 5.5 hours/day)
 C Constantly (activity or conditions exist 5.5 + hours/day)

Physical Activity	Definition	N	O	F	C
Repetitive Motion	Repeating movements of arms, hands, wrists			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X

PART II

Overall, the essential duties of this position involve the following level of physical activity (check one):

- ✓ **Sedentary**
 - < occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects
 - < sits most of the time
 - < infrequent to occasional walking or standing
- **Light**
 - < frequently lifting, carrying, pushing or pulling up to 10 pounds **AND/OR** occasionally lifting, carrying, pushing or pulling up to 20 pounds
 - < frequent walking or standing **OR** sitting most of the time and using arms to push/pull
- **Medium***

- < occasionally lifting, carrying, pushing or pulling 20-50 pounds **AND/OR** frequently lifting, carrying, pushing or pulling 10-20 pounds **AND/OR** continuous lifting, carrying, pushing or pulling up to 10 pounds
 - < occasional to frequent walking or standing
 - **Heavy***
 - < occasionally lifting, carrying, pushing or pulling 50-100 pounds **AND/OR** frequently lifting, carrying, pushing or pulling 20-50 pounds **AND/OR** continuous lifting, carrying, pushing or pulling 10-20 pounds
 - < occasional to frequent walking or standing
 - **Very Heavy***
 - < occasionally lifting, carrying, pushing or pulling 100 + pounds **AND/OR** frequently lifting, carrying, pushing or pulling 50 + pounds **AND/OR** continuous lifting, carrying, pushing or pulling 20 + pounds
 - < occasional to frequent walking or standing
- * Complete Part III if you selected this category.

PART III

Indicate with an **X** the average amount of time the following are required during a typical day/shift to perform the essential duties of the job.

- KEY:** **N** **Never**
 O **Occasionally (activity or conditions exist 0 – 2.5 hours/day)**
 F **Frequently (activity or conditions exist 2.5 – 5.5 hours/day)**
 C **Constantly (activity or conditions exist 5.5 + hours/day)**

Physical Activity	Definition	N	O	F	C
Kneel	Bend legs at knee, come to rest on knees				
Couch/squat	Bend body down and forward, bending legs and spine				
Crawl	Move on hands, knees and feet				
Climb	Ascend/descend ladders, stairs, ramps				
Sit					
Stand					
Walk	Move about on foot; average distance per shift ___ miles				
Stoop	Bend downward and forward at waist				
Lift	Raise or lower object >10 lbs. from one level to another				
Lift	Raise or lower object >25 lbs. from one level to another				
Carry	Transport an object				

Push	Press with steady force, thrust objects forward, downward, outward				
Pull	Drag or tug objects				
Turn/twist	Move a body part in circular motion				
Bend	Bend downward and forward by bending the spine at waist				
Balance	Exceeding ordinary body equilibrium				
Reach	Extend hands and arms in any direction				
Handle	Seize, hold, turn with hands				
Ability to distinguish color					
Other					

Note: Physical requirements include but are not limited to the above list.

MENTAL/COGNITIVE REQUIREMENTS CHECKLIST

Position Title: COORDINATOR Position #: MO123567
 Completed By: BARB JONES Title: Supervisor Date: 4/11/01

***Instructions:** Identify essential functions before completing this checklist. Taken as a whole, indicate with an ✓ which of the following mental/cognitive abilities are required.*

Communication

✓ comprehend and use basic language, either written or spoken, to communicate information and ideas

✓ comprehend and use technical or professional language, either written or spoken, to communicate complex ideas

Other: _____

Calculation

✓ perform numerical operations using basic counting, adding, subtracting, multiplying or dividing

perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols

Other _____

Problem Solving

formulate and apply appropriate course of action for routine or familiar situations

use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations

Other: _____

Note: Mental/cognitive requirements include but are not limited to the above list

WORKSHEET FOR DETERMINING ESSENTIAL AND MARGINAL DUTIES

Completed by: BARB JONES
 Position title: COORDINATOR
 Date reviewed with employee: N/A

Date completed: 4/11/01
 Position #: MO123567

Duty #	<u>Time</u> %	<u>Time</u> Signif.*	Performed by Past Incumbent (Y/N)	Performed by Current Incumbent** (Y/N)	Position Exists to Perform Duty (Y/N)	Limited # of Employees Perform Duty (Y/N)	Highly Specialized Duty (Y/N)	Critical Importance (1-5***)	Employer's Judgement (Y/N)	Essential or Marginal (E/M)
1			Y	NA	Y	Y	Y	5	Y	E
2			Y	NA	Y	Y	Y	4	Y	E
3			Y	NA	Y	Y	Y	3	Y	E
4			Y	NA	N	N	N	2	N	M

*Significant amount of time is generally >25%. This factor is more applicable for classified positions than for unclassified or faculty positions.

**Employees who have the same job title/classification and who work in the same unit/shop/section.

***Rate on a scale of 1-5 the consequence of not performing this duty: 1= little or no consequence, 5 = serious consequence.

