

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 Office of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Lottery	9. Position No. K0244193	10. Budget Program Number	For Use By Personnel Office	Position Number K0244193	
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) <u>Internal Auditor</u>				
3. Division Finance	12. Proposed Class Title				
4. Section	13. Allocation				
5. Unit	14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee	15. By	Approved			
7. (circle appropriate time) X Full time Perm. Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				

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

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? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Ryan Broxterman	Director of Finance	K0222747
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Ryan Broxterman	Director of Finance	K0222747
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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 consists of auditing the internal operations of the Lottery contracts, programs and processes. Employee collaborates with Director and Deputy Director of Finance, Procedure & Policy Analyst and Procurement Manager in determining program needs. Employee is allowed extensive latitude in prioritizing and carrying out responsibilities. Assignments may also be given by the Executive Director or other agency directors to address agency needs.

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 and Indicate Percent of Time and Identity 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, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1.40%	E	<u>Internal Audit</u> - Conducts various types of audits. Provide an independent, unbiased assessment of the operations of the agency. Expected to evaluate and monitor the operations and activities of the Lottery to confirm that the agency is using proper program controls and processes. Review program policies, procedures and processes to ensure effectiveness. Consult with department directors and agency staff to assess impact of business operations. Identify control recommendations to improve the efficiency and effectiveness of these processes, ensuring that the Lottery is dependent on the process rather than the people. Continuously monitor and review Lottery policies, confirming the Lottery is adequately mitigating its unique risks. Prepare and provide written documentation of audit findings to the Executive Director and department directors and provide recommendations on all criteria and objectives not met during the audit process.
2.40%	E	<u>Contract Management</u> - Provide internal audit controls of Lottery contracts. Ensure all requirements, products and/or services are provided and implemented in accordance with the contractual terms and guidelines. Notifies appropriate personnel within the agency or the contractor to resolve the problem. Escalate if needed to the Executive Director, department directors and/or legal.
3.15%	E	<u>Meetings</u> – Attend RFP meetings to identify audit and contract management needs. Further meetings may need to be scheduled with department staff to verify, product, goods and services are received. Follow-up meetings with the contractor to ensure timely delivery, may also be needed.
4. 5%	E	<u>Other Duties</u> – Attends staff meetings, conferences and trainings. Completes other duties as assigned.

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.

Name	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 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.

Errors in judgement could have significant impact on the agency.

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

Daily contact with Lottery directors and employees, to review, consult and direct contracts, policies and procedures. Contact is provided in verbal and written form, in person or via electronic means.

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

Standard office environment.

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

PC- Daily
Telephone - Daily

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

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

Education - General

Bachelor's degree with one or more of the following: Business Administration, Public Administration, Risk Management or related field preferred.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Must have strong analytical and problem-solving skills. Must have effective organization, interpersonal and communications skills.

Experience - length in years and kind

Three years of experience in managing, administering and/or supervising programs and staff.

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 pass extensive background prior to hire and subject to periodic updates.**
- **Subject to tax clearance upon hire and periodic updates.**
- **Employees of the Kansas Lottery and designated family members and other persons who reside in the same residence are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq., and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.**
- **Must complete Form I-9 upon hire and update and/or re-verify as required.**
- **By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.**

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date