

# 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 Division 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<br>Kansas Department of Agriculture  |                 | 9. Position No.<br>K109245 | 10. Budget Program Number<br>6711   |  |
| 2. Employee Name (leave blank if position vacant)   |                 |                            | 11. Present Class Title (if existing position)<br>Environmental Scientist III |  |
| 3. Division<br>Water Resources  |                 |                            | 12. Proposed Class Title<br>No Change   |  |
| 4. Section<br>Water Appropriation   |                 | For                        | 13. Allocation  |  |
| 5. Unit<br>Stafford Field Office  |                 |                            | 14. Effective Date  |  |
| 6. Location (address where employee works)  |                 | By                         | 15. By  | Approved   |
| City  | Stafford County |                            | Stafford  |  |
| 7. (circle appropriate time)<br>Full time      Perm.      Inter.<br>Part time      Temp.      % |                 | Personnel                  | 16. Audit<br>Date:                      By:<br>Date:                      By: |  |
| 8. Regular hours of work: (circle appropriate time)<br>FROM: 8:00 am AM/PM To: 5:00 pm AM/PM    |                 |                            | Office  | 17. Position Reviews<br>Date:                      By:<br>Date:                      By: |

Position  
Number

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

18. If this is a request to relocate 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.)

| Name           | Title              | Position Number |
|----------------|--------------------|-----------------|
| Jeff Lanterman | Water Commissioner | K0072518        |

Who evaluates the work of an incumbent in this position?

| Name           | Title              | Position Number |
|----------------|--------------------|-----------------|
| Jeff Lanterman | Water Commissioner | K0072518        |

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.

a) This position is second in command at the field office and will be in charge in the absence of the Water Commissioner. The person in this position will operate with minimal supervision.

b) General guidelines are given regarding objectives and procedures. Details are provided when necessary.

c) The field office responsibilities change depending upon the season of the year. Unusual events may come up that require special handling. Specific assignments are based on the nature of the work, probable actions, urgency and number of personnel to perform the duty.

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 |   |
|---|---|
|   | <p>As Assistant Water Commissioner of the Stafford Field Office this position assists the Water Commissioner in the management of the states water resources in the south central portion of Kansas. Position is also responsible for the management of a field office and associated staff members, equipment and water right files in the absence of the Water Commissioner. Work produced by this position is reviewed by the Water Commissioner and Program Manager in headquarters. Work described below is performed independently or through supervision of subordinant staff.</p>   |
| 1. 30%  | <p>Lead member of teams working within the field office. Teams that are assigned include field inspections, compliance investigations, BRO(Blatant and Reoccurring Overpumping), proposed certificates, impairment and other projects assigned on an as needed basis. This position will determine work load and work with the Water Commissioner to assign staff resources to ensure that the work is completed and that no priorities are being overlooked. This position may be required to work within a team framework and as an independent member to conduct surface water and groundwater hydrologic studies and will work independently within the teams to perform required inspections of diversion works and determine compliance with permit conditions. This position may also be asked to assist with groundwater level measurements for projects like the COOP well measurement program and may also be required to collect information for status review of water rights and be asked to prepare verified reports. All investigations performed and reviewed by the Assistant Water Commissioner</p> |
| 2. 10%  | <p>Assists in staff training in all aspects of the field office responsibilities, assures that equipment is maintained and accounted for on inventory, assists with employee management and understands all personnel matters such as time sheets, travel vouchers and leave requests. Assists the Water Commissioner with reports required by headquarters such as the quarterly and weekly reports if needed. This position responds to requests from headquarters and functions as an open records custodian.</p>  |
| 3. 25%  | <p>Demonstrates a thorough knowledge of the Kansas Water Appropriation Act, Rules and Regulations and policies of the Division and Memorandums of Understanding with other agencies. This position should also be familiar with the rules and regulations of the three groundwater management districts within the field office boundaries. This position should also be familiar with the management requirements for the Intensive Groundwater Management Districts within the field office area as well as other special management areas. This position may be required to represent the Division of Water Resources at public meetings if requested.</p>   |
| 4. 20%  | <p>Assists members of the public in regard to understanding water rights and water law. helps in the preparation of forms required by DWR and processes applications to make changes to existing water rights. This position will be delegated authority to sign change applications and will be required to assure that those documents compy with state law, regulations and that they are accurate. This requires the ability to determine land and water ownership interests and to assure that the public interest is maintained and impairment of other water users is avoided.</p>   |
| 5. 10%  | <p>Works in the field to administer water rights in times of shortage or impairment. Implements MDS requirements on selected streams in the field office area. Responds to public requests or complaints as expeditiously as possible and investigates illegal points of diversion, unauthorized uses of water, failure to comply with condidtions of permist and enforce compliance and conditions within special areas of the state. Requires knowledge of DWR's legal procedures including the issuance of notices of non-compliance, summary compliance orders, enforcement matrix required to achieve compliance and levy fines.</p>   |
| 6. 5%   | <p>Other duties as assigned by the water commissioner.</p>  |

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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, 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.

| Title | Position Number |
|-------|-----------------|
|-------|-----------------|

No direct regular supervision of employees. However will act as coordinator on projects. May be required to supervise staff in the absence of the Water Commissioner (Environmental Scientist IV)

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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 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.

Errors in administration of regulatory laws impair the confidence of the public and may cause significant financial hardship. Management decisions of this and other agencies and Groundwater Management Districts are dependent on the accuracy of this person in technical and administrative decision making. This position supervises field operations and occupies a highly visible position in the community.

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

The Assistant Water Commissioner represents the Division at various public and private meetings. He or she has contact with municipalities, private businesses and the general public. All facets of water right matters may be discussed during these contacts ranging from assistance with the filling out of applications to administration of water rights. Contacts occur on a daily basis, during normal working hours and after regular hours, depending upon the situation and range from private water users to high public officials.

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

Due to the variety of work activity in the field office, including considerable out-of-door activity, this person must endure both high summer temperatures and cold winter temperatures. Due to the large geographical area encompassed by this field office, it is often necessary to drive for extended periods of time to reach the destination. He or she works around dangerous equipment such as high voltage electrical apparatus, mechanical drive shafts and other agricultural, recreational, municipal, and industrial equipment. Contacts with water users during difficult administrative matters requires considerable discernment to avoid fruitless arguments and confrontations. Many of these confrontations are with persons violating the law which leads to tense situations and a great deal of work related stress.

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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.

Drive state vehicle - daily  
Water measuring equipment (flow meters, current meters, steel tapes, M-scopes) and associated hand tools - seasonally, then daily  
Personnel computer - daily  
Office equipment (Telephone, copy machine, calculator) - daily  
GPS equipment - daily  
Planimeter, engineer scales, drafting instruments and assorted hand tools are used daily, as needed  
Survey equipment - occasionally

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

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

Education – General

Graduation from an accredited four year college or university, with major course work in an appropriate scientific or engineering field, supplemented by courses in hydraulics or hydrology. Please reference the class specifications for an Environmental Scientist III.

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Education or Training - Special or professional

Courses in hydraulics, hydrology, geology, natural resources management or earth science are preferred.

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License, certificates and registrations

Valid Kansas Drivers License

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Special knowledge, skills and abilities

Supervisory and oral and written communication skills are vital. Knowledge of Kansas Water Law and the ability to organize and execute technical hydrologic and hydraulic studies is necessary.

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Experience - Length in years and kind

One year of experience in hydrology or related field

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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.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date