

GENERAL EMPLOYMENT INFORMATION

This brochure contains general information regarding Civil Service classifications used by Kansas Department of Wildlife and Parks (KDWP) and is not intended to indicate that vacancies are available.

Included are wildlife, fisheries, law enforcement, and park related classifications providing brief descriptions of duties, minimum qualifications, salary ranges, benefits, and the State of Kansas Civil Service Basic Salary Plan. For complete job class specifications, please visit <http://da.ks.gov/ps/specs/specs>.

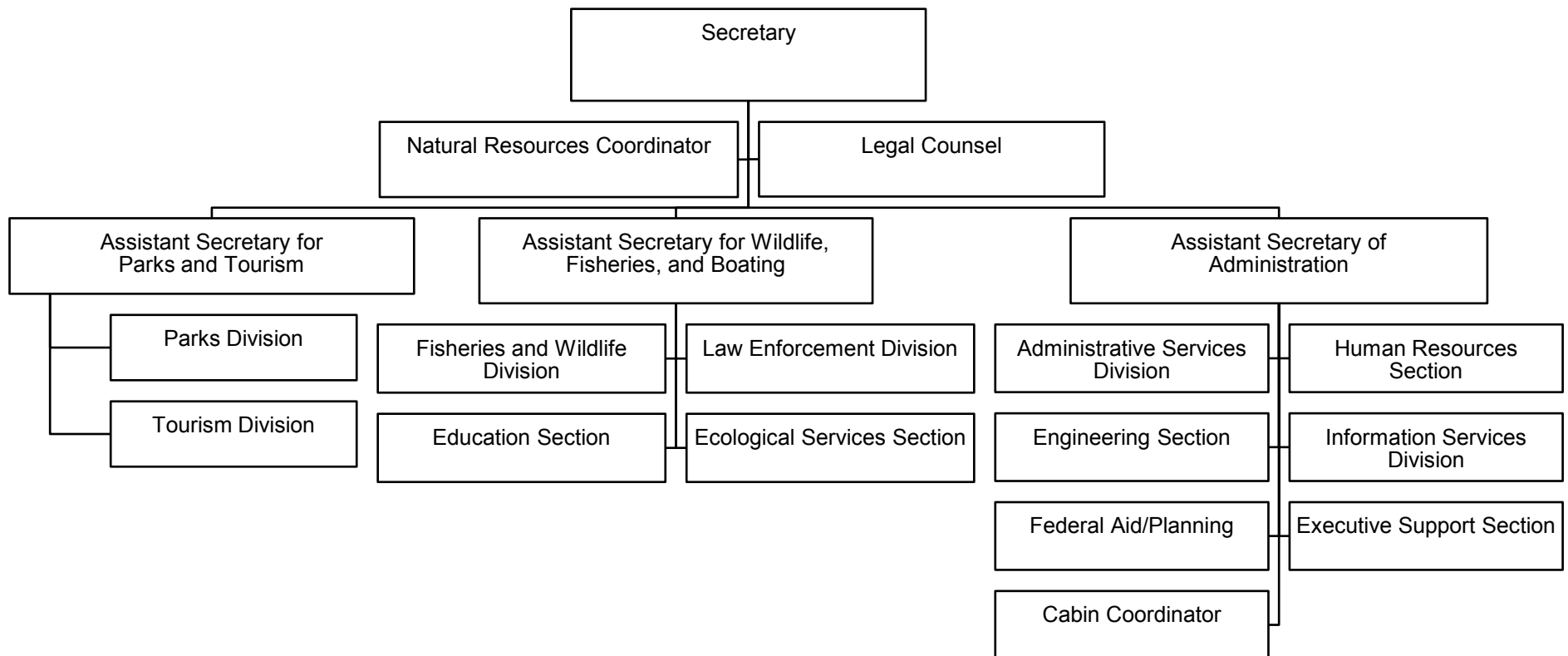
For KDWP vacancies, agency application, and information release form, applicants can visit the KDWP website at http://kdwp.state.ks.us/news/kdwp_info/jobs. Applicants may view all Kansas civil service job vacancies, register for employment with the State of Kansas by completing a Personal Data Form (available on-line only), and apply directly to agencies, by visiting <http://da.state.ks.us/ps/aaa/recruitment>. For more information and guidance about State of Kansas employment procedures, visit the above website or you may also contact:

Civil Service Employment Information
Room 252, 900 SW Jackson
Topeka, KS 66612-1251
785-296-4278

The Americans with Disabilities Act of 1990 ensures your right to reasonable accommodations. Arrangements will be made if you have a disability that requires accommodation in completing a registration form or other employment materials, in applying for a vacancy, in interviewing and any other employment process. A request for accommodation will not affect your opportunities for employment with the State of Kansas.

EQUAL OPPORTUNITY EMPLOYER

Kansas Department of Wildlife, Parks, and Tourism



NATURAL RESOURCE OFFICER I - 2166L1

Pay Grade: 26

SUMMARY

This is full performance work in the enforcement of state laws, rules, and regulations applicable to natural resources conservation.

EXAMPLES OF WORK PERFORMED

Investigates complaints and potential violations and issues warnings and citations; apprehends violators; interviews violators and witnesses; secures evidence through observation and search; and prepares evidence and testifies in court. Investigates accidents and collects evidence and reports findings. Ensures compliance with state and federal laws and regulations.

Coordinates and participates in park maintenance and development including facilities, utilities, grounds and other public services. Provides direction and oversees seasonal employees in the administration of permit sales, revenue collection, accounting practices, and general office practices.

Investigates fish and game kills, pollution occurrences, and pesticide poisoning; determines probable source of pollutants and effect on wildlife and environment; obtains and transports samples for laboratory analysis.

Conducts a variety of surveys related to changing fish and wildlife populations, habitats, movements and patterns in order to predict population trends.

Provides labor and other assistance in maintenance and management of wildlife habitat and associated facilities on private and public lands.

Participates in developing and delivering educational and public informational programs to promote wildlife conservation and explain the value of wildlife, parks, and natural resources, recreation, natural history, outdoor safety, ethics and the programs and responsibilities of the agency; corresponds with individuals requesting information on laws, regulations and management techniques; writes technical and non-technical articles for newspapers and for agency and related publications.

Maintains record of routine and special enforcement activities, including but not limited to arrests and convictions, complaints and actions, and various wildlife and recreation surveys. Compiles reports on hunting, fishing, and park related activities.

MINIMUM REQUIREMENTS

Bachelor's degree in natural resources and a valid driver's license. Experience may be substituted for education as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. 922 (d) (9) and (g) (9). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Division of Personnel Services.

NC: 01/04

REV: 08/05

NATURAL RESOURCE OFFICER II - 2167L1

Pay Grade: 27

SUMMARY

This is advanced specialized work in the enforcement of state laws, rules, and regulations applicable to natural resources conservation. Incumbents in this classification have obtained the proper certification and have mastered one or more of the following areas: canine officer, field training officer, boating officer, firearms instructor, special investigations, or custody and control instructor. Work may also involve serving as a lead worker in an assigned district. The incumbent's main focus will be advanced work in natural resources coordination, the enforcement of applicable laws, rules and regulations, management of state fish and wildlife and related resources, public education, and developing and maintaining parks.

EXAMPLES OF WORK PERFORMED

Investigates complaints and potential violations and issues warnings and citations; apprehends violators; interviews violators and witnesses; secures evidence through observation and search; and prepares evidence and testifies in court. Investigates accidents and collects evidence and reports findings. Ensures compliance with state and federal laws and regulations. Will assist others in these duties because of advanced training and knowledge.

Coordinates and participates in park maintenance and development including facilities, utilities, grounds and other public services. Provides direction and oversees seasonal employees in the administration of permit sales, revenue collection, accounting practices, and general office practices.

Investigates fish and game kills, pollution occurrences, and pesticide poisoning; determines probable source of pollutants and effect on wildlife and environment; obtains and transports samples for laboratory analysis.

Conducts a variety of surveys related to changing fish and wildlife populations, habitats, movements and patterns in order to predict population trends.

Provides labor and other assistance in maintenance and management of wildlife habitat and associated facilities on private and public lands.

Coordinates activities with employees from other agencies.

Provides guidance to Natural Resource Officer I's in the areas of arrest procedures, custody and control, firearms training, accident investigation, boating enforcement, field training, and conduct and investigative techniques.

Participates in developing and delivering educational and public informational programs to promote wildlife conservation and explain the value of wildlife, parks, natural resources, recreation, natural history, outdoor safety, ethics and the programs and responsibilities of the agency; corresponds with individuals requesting information on laws, regulations and management techniques; writes technical and non-technical articles for newspapers and for agency and related publications.

Maintains record of routine and special enforcement activities, including but not limited to arrests and convictions, complaints and actions, and various wildlife and recreation surveys. Compiles reports on hunting, fishing, and park related activities.

Acts as the field supervisor for limited purposes in the absence of the Natural Resources Officer III.

MINIMUM REQUIREMENTS

Bachelor's degree in natural resources, a valid driver's license, and two years of experience in work equivalent to that of a Natural Resource Officer I. Additional experience may be substituted for education as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. 922 (d) (9) and (g) (9). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Division of Personnel Services. To be eligible for appointment as a Natural Resources Officer II, employees shall have advanced training in boating enforcement, field training officer, canine training, firearms instruction, and/or custody and control.

NC: 01/04

REV: 08/05

NATURAL RESOURCE OFFICER III - 2168L1

Pay Grade: 29

SUMMARY

This is supervisory and specialized administrative work in the enforcement of state laws, rules, and regulations applicable to natural resources conservation.

EXAMPLES OF WORK PERFORMED

Supervises, coordinates, plans, assigns and reviews the work of natural resource technicians and specialist responsible for conservation, public education, and enforcement or administration of fish and wildlife programs, laws, rules, and regulations; counsels and advises on work performance issues; coordinates and oversees natural resource specialists for concentrated special enforcement efforts.

Recommends the development of procedures and policies and oversees related implementation.

Investigates unusual violations, special complaints, animal damage and environmental concerns; apprehends violators and testifies in court.

Maintains record of routine, special enforcement and training activities and investigations, including but not limited to arrests and convictions; fish, game, and habitat conditions; complaints and actions; various wildlife and recreation surveys; and identification of disease problems. Compiles reports on hunting, fishing, and boating related activities, special investigations, and training requirements.

Conducts or coordinates a variety of wildlife surveys related to changing wildlife populations, habitats, movements and patterns in order to interpret population trends.

Provides project planning, coordination and labor for maintenance of buildings, fences, signs and information boards on department managed properties.

Provides assistance to the public on wildlife damage control, proper handling of dead, injured, orphaned, or found wildlife, and on general wildlife questions or concerns.

Participates in developing and delivering educational and public informational programs to promote wildlife conservation and explain the value of wildlife, parks, natural resources, recreation, natural history, outdoor safety, ethics and the programs and responsibilities of the agency; corresponds with individuals requesting information on laws, regulations and management techniques; writes technical and non-technical articles for newspapers and for agency and related publications.

Instructs hunter, furharvester, and boating safety classes. Teaches wildlife management. Advises landowners on the proper management of land and waters for wildlife habitat.

Performs administrative duties for a Natural Resources Officer IV including: maintaining statistics on arrests and other activities, scheduling, budget, training, equipment inventory and other duties as required. May fill in for a Natural Resources Officer IV in their absence.

MINIMUM REQUIREMENTS

Bachelor's degree in natural resources, a valid driver's license, and three years of experience in natural resources. Additional experience may be substituted for education as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. 922 (d) (9) and (g) (9). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Division of Personnel Services.

NC: 01/04

REV: 08/05

NATURAL RESOURCE OFFICER IV - 2169L1

Pay Grade: 31

SUMMARY

This is managerial work in the enforcement of state laws, rules, and regulations applicable to natural resources conservation.

Work involves assisting in the developing of long range law enforcement plans and preparing and administering a regional law enforcement budget; coordinating and planning special investigations; promoting wildlife conservation; and coordinating educational activities and regional and specialized law enforcement training. The incumbent will implement division and departmental policies as well as assist other divisions in maintaining public areas.

EXAMPLES OF WORK PERFORMED

Administers a regional wildlife and parks law enforcement program by implementing policy and by organizing and directing special educational and investigational efforts.

Administers a statewide special investigations law enforcement program by coordinating and planning special investigations and selective enforcement operations; maintaining adequate cover and fictitious identity materials; maintaining covert operations records; and coordinating operations with local, state and national law enforcement agencies.

Plans, assigns, reviews, and evaluates the work of supervisors involved in administering the fish, parks, and wildlife program, assuring necessary law enforcement and educational coverage of the region. Establishes priorities and introduces new or revised procedures, laws, regulations, or policies for implementation by Conservation Workers.

Prepares and administers a region's law enforcement operating budget; evaluates the need for vehicles, uniforms, boats, radios, and other law enforcement equipment within the region. Compiles data for the department budget.

Assist in the development of long range law enforcement programs. Coordinates activities with regional representatives of other divisions of the Department. Assures that Natural Resources Officers cooperate and coordinate activities with department personnel and other law enforcement agencies.

Provides personnel to assist other divisions with maintenance of public areas.

Promotes wildlife conservation through public speaking, writing articles for newspapers, magazines, and bulletins and by general public contact. Speaks before citizen groups on the value of wildlife, parks, and natural resources, and the programs and responsibilities of the agency.

Supervises educational activities of Natural Resources Officers in the regions. Assures that Natural Resources Officers work closely with other Department personnel in developing educational programs on recreation, natural history, outdoor safety, ethics, and various natural resources subjects. Coordinates educational activities with the Information and Education division.

Trains newly assigned personnel in department policies and procedures and in law enforcement, education and fish, wildlife and natural resource conservation.

MINIMUM REQUIREMENTS

Bachelor's degree in natural resources, a valid driver's license, and four years of experience in natural resources. Additional experience may be substituted for education as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Certification as a law enforcement officer by the Kansas Law Enforcement Training Commission must be obtained before the employee is given permanent status. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. 922 (d) (9) and (g) (9). Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and must take and pass a drug screening test approved by the Division of Personnel Services.

NC: 01/04

REV: 08/05

ENVIRONMENTAL SCIENTIST I - 8149C3

Pay Grade: 27

SUMMARY

This is beginning level professional scientific work in the environmental or natural resource management field.

Work involves the compilation, analysis and interpretation of scientific and technical data and information necessary to identify and develop solutions to specific environmental and natural resource problems. The environmental or natural resource management field may include air pollution control, hazardous, solid and toxic waste management, public health, underground injection control, fuel storage systems, radiation protection, pesticide control, water supply, water quality management, water pollution control, toxic substance control, groundwater protection, water resources, water basins, environmental remediation, plant disease, pest infestation, conservation, plant, animal and aquatic life sciences, and other closely related programs.

EXAMPLES OF WORK PERFORMED

Performs inspections and evaluations in cooperation with other professional staff and completes office and field studies of a planning, enforcement, licensure or problem-solving nature of less complex water supply facilities, water and air pollution sources, public health assessment, solid or hazardous waste management systems, underground injection control, fuel storage systems, radiation control, water quality management, natural resource management, environmental cleanups, nurseries, export commodities, or apiaries.

Under direction, collects, compiles and analyzes technical and scientific data for preparation of reports and correspondence. Prepares and assembles survey charts, tables and maps to present information and data for quantitative and qualitative analysis.

Provides consultation and technical assistance in a specific environmental or agricultural or natural resource program area to the general public to interpret regulatory requirements and resolves common operational problems as necessary to facilitate compliance with environmental regulations.

Collects and compiles technical and scientific data on new and existing areas of groundwater contamination and completes field inspection reports to determine compliance with state and federal requirements and to accurately monitor the migration or cleanup of groundwater pollution problems.

Recommends chemicals, methods of application and other techniques in the use of pesticide applicators to control one or more specific pests.

Assists in investigating special groundwater pollution problems relating to oil and hazardous material spillage, water well contamination, leakage from salt water emergency storage ponds, underground petroleum tanks, injection wells or hydrocarbon storage reservoirs.

Speaks to public and professional groups concerning environmental control or natural resources.

Selects appropriate equipment and/or methods for sample and data collection and analysis.

Cooperates with law enforcement personnel to enforce laws, rules, and regulations; Investigates potential violations and issue warnings or citations; apprehends violators; interviews violators and witnesses; secures evidence; prepares evidence and testifies in court concerning the states natural resource or conservation management issues.

MINIMUM REQUIREMENTS

Bachelor's degree in environmental, agricultural or natural sciences/resources. Experience in the fields listed above may be substituted for the required education as determined relevant by the agency.

NC: 06/93

REV: 12/95

REV: 11/96

REV: 10/98

REV: 06/99

REV: 02/00

REV: 01/04

REV: 08/05

ENVIRONMENTAL SCIENTIST II - 8158C3

Pay Grade: 29

SUMMARY

This is professional scientific work of a specialized research and consultative nature in the environmental or natural resource management field.

Work involves the analysis and interpretation of complex, scientific and technical data and information necessary to develop and recommend solutions to specific environmental and natural resource problems. The environmental or natural resource management field may include air pollution control, hazardous, solid and toxic waste management, public health, underground injection control, fuel storage systems, radiation protection, pesticide control, water supply, water quality management, water pollution control, toxic substance control, groundwater protection, water resources, water basins, environmental remediation, plant disease, pest infestation, conservation, plant, animal and aquatic life sciences, and other closely related programs.

EXAMPLES OF WORK PERFORMED

Conducts, in coordination with other professional staff, office and field studies of a planning, enforcement, or problem-solving nature involving complex water supply facilities, air and water pollution sources, public health assessment, solid or hazardous waste systems, underground injection control, fuel storage systems, radiation control, water quality management, natural resource management, environmental cleanups, and plant or animal health and infestation issues.

Administers an emergency response program for oil field spillage and releases. Responds to inquiries and complaints regarding oil field spillage and provides consultation or advice to industry representatives on appropriate cleanup procedures, containment and disposal of spillage and releases.

Prepares scientific reports, correspondence and support documentation.

Selects and applies appropriate mathematical and statistical models necessary to identify and evaluate environmental or natural resource problems.

Compiles, analyzes, and interprets the results of chemical and biological tests as necessary to identify and substantiate specific problems or undesirable trends in regard to specific environmental control facilities and develops recommendations for corrective action.

Compiles, analyzes, and interprets statistical, economic, and administrative data obtained from literature reviews, special surveys and routine departmental engineering reports as necessary to identify and substantiate specific problems or undesirable trends in regard to specific environmental control facilities, and develops recommendations concerning necessary corrective action.

Provides consultation and technical assistance in a specific environmental or natural resource program area to public and industrial officials, operators of treatment works, and the general public to interpret regulatory requirements and solve complex technical problems in one or more program areas.

Presents information to public and professional groups on various environmental or natural resource topics requiring a broad understanding of the scientific issues and concerns. May represent the division or bureau in environmental or natural resource matters at public meetings and with other state and local agencies as directed.

Selects the appropriate equipment and designs or modifies the methods for sample and data collection and analysis.

Develops and implements environmentally sound integrated pest management and exclusion strategies for insects, weeds, plant diseases or apiary diseases that are of environmental, economic or regulatory concern.

Requests and schedules the collection of biological samples, compiles information, and makes recommendations for further action.

Reviews and provides professional recommendations on specific federal, state or local laws, regulations and policies pertaining to natural resources.

Cooperates with law enforcement personnel to enforce laws, rules, and regulations; Investigates potential violations and issue warnings or citations; apprehends violators; interviews violators and witnesses; secures evidence; prepares evidence and testifies in court concerning the states natural resource or conservation management issues.

MINIMUM REQUIREMENTS

Bachelor's degree in environmental, agricultural or natural sciences/resources and one year of experience in a field of environmental sciences/agricultural sciences or natural sciences/resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural science/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency.

NC: 06/93; REV: 12/95, REV: 11/96, REV: 10/98, REV: 06/99, REV: 02/00, REV: 01/04, REV: 08/05

ENVIRONMENTAL SCIENTIST III - 8159C3

Pay Grade: 31

SUMMARY

This is professional and/or administrative scientific work of a specialized research and consultative nature in the environmental or natural resource management field.

Work involves planning and directing the activities of subordinate environmental scientists and technicians performing a variety of duties involving the compilation, analysis, and interpretation of scientific and technical data and assembling the information necessary to identify and develop solutions to specific problems. The environmental or natural resource management field may include air pollution control, hazardous, solid and toxic waste management, public health, underground injection control, fuel storage systems, radiation protection, pesticide control, water supply, water quality management, water pollution control, toxic substance control, groundwater protection, water resources, water basins, environmental remediation, plant disease, pest infestation, conservation, plant, animal and aquatic life sciences, and other closely related programs.

EXAMPLES OF WORK PERFORMED

Supervises or independently carries out complex field and office investigations and makes professional observations and judgments necessary to identify adverse health and welfare effects on human, animal, and plant life associated with environmental pollution, plant or animal disease or pest infestation. Determines the need for, and arranges for, the collection of special samples, analyzes results, and makes recommendations as to course of further action.

Supervises or independently carries out field and office studies, and makes professional observations and judgments, necessary to identify and recommend solutions for unusual and complex technical problems associated with the development and operation of environmental control facilities.

Supervises the statewide activities of an environmental science or natural resource unit responsible for reviewing plans and specifications, issuing permits, preparing and updating management plans used to establish cost and needs priorities, conducting inspections and investigations to assure compliance with state and federal regulations and preparing and implementing enforcement actions.

Prepares and supervises the preparation of scientific reports and correspondence based upon personal observations and analyzes data assembled by subordinates. Provides the scientific basis to make final decisions of a technical nature in regard to identification of specific problems and recommended corrective action.

Selects, modifies, develops, and applies appropriate mathematical and statistical models as necessary to identify and evaluate environmental problems including site specific surface water and groundwater quality computer simulation modeling. Conducts training sessions and schools for environmental control specialists.

Supervises or independently determines the need for, and arranges for, the collection of biological samples, analyzes results, and makes recommendations for enforcement action to ensure compliance with state and federal regulations.

Reviews and provides professional recommendations on specific federal, state or local laws, regulations and policies pertaining to natural resources.

Cooperates with law enforcement personnel to enforce laws, rules, and regulations; Investigates potential violations and issue warnings or citations; apprehends violators; interviews violators and witnesses; secures evidence; prepares evidence and testifies in court concerning the state's natural resource or conservation management issues.

MINIMUM REQUIREMENTS

Bachelor's degree in environmental, agricultural or natural sciences/resources and two years of experience in a field of environmental/agricultural sciences or natural sciences/resources. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural sciences/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency.

NC: 06/93

REV: 12/95

REV: 11/96

REV: 10/98

REV: 06/99

REV: 02/00

REV: 01/04

REV: 08/05

ENVIRONMENTAL SCIENTIST IV - 8362C3

Pay Grade: 32

SUMMARY

This is advanced professional scientific work of a consultative nature in the environmental management or natural resource field.

Work involves providing expert technical advice and consultation to environmental scientists and engineers, the agency head, and public and private officials in the development and implementation of statewide environmental and natural resource programs. Assembles, directs and coordinates the work of scientists, geologists and engineers which identify and develop solutions to complex problems. The environmental management field may include air pollution control, hazardous, solid and toxic waste management, public health, underground injection control, fuel storage systems, radiation protection, pesticide control, water supply, water quality management, water pollution control, toxic substance control, groundwater protection, water resources, water basins, environmental remediation, plant or animal disease, pest infestation, conservation, plant, animal and aquatic life sciences and other closely related programs. May formulate and ensure the implementation of environmental and natural resources policies through evaluation and review of other agencies and environmental advisory groups.

EXAMPLES OF WORK PERFORMED

Provides expert technical advice and consultation to other environmental scientists and engineers and public and private officials regarding the evaluation of environmental health and/or natural resource implications of multimedia programs and/or activities. Formulates and analyzes departmental policy and procedures on environmental health and/or natural resource issues.

Plans, organizes, and directs complex studies of toxicity and with epidemiological studies assesses, advises, and recommends or formulates policy based on the relative risk related to humans, animal, and plant life, and to the environment.

Researches technical literature in order to maintain state-of-the-art knowledge of toxicity and epidemiological studies dealing with one or more of the following: water supply, air pollution control, water pollution control, solid or hazardous waste management, groundwater cleanup, plant and animal health, pesticide use, and public health systems; represents the department, division, or bureau at professional and technical conferences and meetings.

Provides expert technical advice and consultation to other environmental scientists and engineers regarding the interrelationships and aggregate effect of formation and control of carcinogens or other chemical contaminants in the treatment of drinking water or control of air or water pollution.

On a project basis, assembles, directs, and coordinates the work of staff in order to evaluate and recommend control systems for air pollution and water pollution at highly complex industrial plants which may release hazardous effluent.

On a project basis, assembles, directs, and coordinates the work of an interdisciplinary interdepartmental staff team to assess, evaluate, and recommend a source of action in dealing with a hazardous accidental spill.

Confers with state agencies, county health departments, federal agencies, public network of advisors and industries to recommend action on highly complex environmental and/or natural resource issues.

Coordinates assigned activities and professional guidance to meet established deadlines and priorities.

Reviews and provides professional recommendations on specific federal, state or local laws, regulations and policies pertaining to natural resources.

Cooperates with law enforcement personnel to enforce laws, rules, and regulations; Investigates potential violations and issue warnings or citations; provide professional recommendation on investigations; interviews violators and witnesses, confers with law enforcement personnel on activities related to the states natural resource or conservation management issues.

MINIMUM REQUIREMENTS

Bachelor's degree in environmental, agricultural or natural sciences/resources and four years of experience in a field of environmental/agricultural sciences or natural sciences/resources, including one year of supervisory experience. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural sciences/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency.

NC: 06/93
REV: 12/95
REV: 11/96
REV: 10/98
REV: 06/99
REV: 02/00
REV: 01/04
REV: 08/05

ENVIRONMENTAL SCIENTIST V - 8031C3

Pay Grade: 34

SUMMARY

This is advanced professional and administrative work in the environmental or natural resource management field.

Work involves directing a major section of a statewide bureau and/or managing and directing the operations of statewide agency programs and activities. The environmental or natural resource management field may include air pollution control, hazardous, solid and toxic waste management, public health, underground injection control, fuel storage systems, radiation protection, pesticide control, water supply, water quality management, water pollution control, toxic substance control, groundwater protection, water resources, water basins, environmental remediation, plant disease, pest infestation, conservation, plant, animal and aquatic life sciences, and other closely related programs. Assignments are received in broad outline and require independent work in developing and implementing technical policies and procedures and coordinating several program activities toward accomplishing assigned objectives. Supervision is exercised over a professional and technical staff.

EXAMPLES OF WORK PERFORMED

Plans, organizes and directs the statewide activities of an environmental section responsible for reviewing and approving plans, specifications and completed construction of facilities and systems and administering a permit issuance and/or enforcement program related to waste water treatment, potable water treatment, air pollution control, solid or hazardous waste management and disposal, or surface mining activities.

Plans, organizes and directs the statewide activities of an environmental section responsible for monitoring and analyzing the current state of air quality, water quality or water supply systems and programs and planning for future needs.

Explains and interprets various federal and state laws, regulations and standards relating to water pollution, air pollution, solid waste disposal or potable water.

Coordinates assigned activities and functions with other environmental sections, departmental divisions and state agencies.

Represents the agency at meetings and conferences with the public and federal, state and local governmental agencies to provide information and resolve problems.

Evaluates and recommends programs and budget requirements to execute assigned responsibilities.

Proposes and develops rules, regulations, and amendments necessary to carry out assigned activities and functions.

Serves as an expert witness in water resource litigation.

MINIMUM REQUIREMENTS

Bachelor's degree in environmental, agricultural or natural sciences/resources and five years of experience in a field of environmental/agricultural sciences or natural sciences/resources, including two years of supervisory experience. Additional experience in the biological sciences, agricultural sciences, physical sciences, natural sciences/resources, mathematics or engineering may be substituted for the required education as determined relevant by the agency.

NC: 06/93
REV: 12/95
REV: 09/96
REV: 11/96
REV: 10/98
REV: 02/00
REV: 01/04
REV: 08/05

PROGRAM SERVICES MANAGER I – 4278A6

Pay Grade: 25

SUMMARY

This is managerial work directing a field office.

Work involves planning, organizing, directing and providing limited program services to the public. Work includes responsibility for supervising the work of a small staff of technical and/or clerical personnel, as well as monitoring and analyzing results of operations to ensure compliance and achievement of agency's goals and objectives.

Differs from the Program Services Manager II class in which incumbents manage a full service field office and supervise a small to medium staff.

EXAMPLES OF WORK PERFORMED

Plans, organizes, directs and provides a limited number of programs and activities in a small field office; assists the public with services such as job placement, unemployment benefits, economic aid or other program services; and focuses on customer satisfaction and continuous improvement of delivery of services.

Supervises a small staff of technical and/or clerical personnel engaged in providing program services; fosters teamwork using a disciplined problem solving and decision making approach; and encourages employee involvement in problem resolution.

Directs the implementation of program(s) and interprets agency policies, plans and regulations; supports and focuses on the vision, mission, and goals of the organization; and recommends program or policy changes.

Plans, directs and participates in community relations programs to promote program activities and services by scheduling and visiting community businesses and organizational; cooperates with various public and private entities to provide technical assistance. Prepares or directs the preparation and maintenance of records and reports.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge

- Knowledge of principles of organizational behavior and management tools applicable to public administration.
- **Knowledge of the organization and operations of the agency, assigned program and related programs.
- **Knowledge of federal and state laws, rules and regulations pertaining to assigned program(s).
- Knowledge of "Kansas Quality Management" methods of analyzing processes and directing continuous improvement.

Abilities

- **Ability to plan, direct and supervise the work of others.
- Ability to coach, mentor and foster teamwork among co-workers.
- **Ability to establish and maintain effective communications and relationships with internal and external customers.

**Necessary at Entry

MINIMUM REQUIREMENTS

One year of experience in directing a field office with operations relevant to the agency's operations. Education may be substituted for experience as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Positions with the Department of Wildlife and Parks require certification as law enforcement officer by the Kansas Law Enforcement Training Commission before the employee is given permanent status. Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. ' 922 (d) (9) and (g) (9).

NC: 12/94
REV: 12/95
REV: 11/96
REV: 10/98
REV: 02/00
REV: 08/05

PROGRAM SERVICES MANAGER II - 4279A6

Pay Grade: 27

SUMMARY

This is managerial work directing an area or field office and its operations.

Work involves planning, organizing, directing and providing a full range of program services to the public. Work includes responsibility for supervising the work of a small to medium staff of technical, non-technical, and/or clerical personnel, as well as monitoring and analyzing results of operations to ensure compliance and achievement of agency's goals and objectives. Work may include compiling budgetary figures for responsible areas and providing for economic or financial reports.

EXAMPLES OF WORK PERFORMED

Plans, organizes, directs, and provides a full-range of programs and activities in an area or field office; assists the public with services such as job placement, unemployment benefits, economic aid, wildlife, parks and natural resource and conservation information and management, or other programs or services; and focuses on customer satisfaction and continuous improvement of delivery of services. Supervises a small to medium size staff of technical, non-technical, and/or clerical personnel engaged in providing program services; fosters teamwork using a disciplined problem solving and decision making approach; and encourages employee involvement in problem resolution.

Directs the implementation of program(s) and interprets agency policies, plans and regulations; supports and focuses on the vision, mission, and goals of the organization; and recommends program or policy changes.

Plans, directs and participates in community relations programs to promote program activities and services by scheduling and visiting community businesses and organizations; cooperates with various public and private entities to provide technical assistance.

Oversees and directs the habitat development and management, and maintenance and repairs to state facilities and property.

Prepares and implements management and budgetary plans.

Prepares or directs the preparation and maintenance of records and reports.

MINIMUM REQUIREMENTS

Two years of experience in directing a field office with operations relevant to the agency's operations. Education may be substituted for experience as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Positions with the Department of Wildlife and Parks require certification as law enforcement officer by the Kansas Law Enforcement Training Commission before the employee is given permanent status. Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. ' 922 (d) (9) and (g) (9).

NC: 12/94
REV: 12/95
REV: 11/96
REV: 10/98
REV: 02/00
REV: 01/04
REV: 08/05

PROGRAM SERVICES MANAGER III - 4280A6

Pay Grade: 29

SUMMARY

This is managerial work directing a field area or office and its operations.

Work involves planning, organizing, directing and providing a full range of program services to the public. Work includes responsibility for supervising the work of a large staff of technical, non-technical, and/or clerical personnel which includes subordinate managers and/or supervisors. Work also includes monitoring and analyzing results of operations to ensure compliance and achievement of agency's goals and objectives. Work may include compiling budgetary figures for responsible areas and providing economic or financial reports.

EXAMPLES OF WORK PERFORMED

Plans, organizes, directs and provides a full-range of programs and activities in a large area or field office; assists the public with services such as job placement, unemployment benefits, economic aid wildlife, parks and natural resource and conservation information and management, or other programs and services; and focuses on customer satisfaction and continuous improvement of delivery of services.

Directs a staff of technical, non-technical, and/or clerical personnel through subordinate supervisors or managers engaged in providing program services; fosters teamwork using a disciplined problem solving and decision making approach; and encourages employee involvement in problem resolution.

Directs the implementation of program(s) and interprets agency policies, plans and regulations; supports and focuses on the vision, mission, and goals of the organization; and recommends program or policy changes.

Plans, directs and participates in community relations programs to promote program activities and services by scheduling and visiting community businesses and organizations; cooperates with various public and private entities to provide technical assistance.

Oversees and directs the habitat development and management, and maintenance and repair to state facilities and properties.

Prepares and implements management and budgetary plans.

Prepares or directs the preparation and maintenance of records and reports.

MINIMUM REQUIREMENTS

Three years of experience in directing a field office with operations relevant to the agency's operations. Education may be substituted for experience as determined relevant by the agency.

NECESSARY SPECIAL REQUIREMENTS

Positions with the Department of Wildlife and Parks require certification as law enforcement officer by the Kansas Law Enforcement Training Commission before the employee is given permanent status. Candidates must be a U.S. citizen; 21 years of age at the time of appointment; be able to pass a physical exam administered by the hiring agency; and take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties; and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. ' 922 (d) (9) and (g) (9).

NC: 12/94
REV: 12/95
REV: 11/96
REV: 10/98
REV: 02/00
REV: 01/04
REV: 08/05

WILDLIFE BIOLOGIST TECHNICIAN

SUMMARY

Work involves assisting the District Wildlife Biologist in a designated district.

EXAMPLES OF WORK PERFORMED

Assist with the development and implementation of wildlife management programs on private lands within assigned district; assist with wildlife population monitoring; assist with the Walk In Hunting Area (WIHA) program; assist with delivery of USDA WHIP program within assigned district; assist with animal damage complaints; and inform the public of outdoor recreational opportunities, wildlife value and management.

MINIMUM REQUIREMENTS

Bachelor's degree and job knowledge at an entry level in environmental, agricultural, or natural resource science.

REV: 07/10

GENERAL MAINTENANCE AND REPAIR TECHNICIAN SENIOR - 3263N2

Pay Grade: 18

Summary

This is skilled work in two or more crafts or trades. Work requires knowledge and experience in a variety of crafts or trades.

EXAMPLES OF WORK PERFORMED

Replaces or repairs plumbing fixtures, faucets, valves, fittings, bath and shower facilities, water heaters and related equipment; removes worn, damaged, or leaking items; installs proper replacements or makes repairs in accordance with instructions or trade standards. Troubleshoots, maintains, repairs and alters existing secondary electrical circuits. This is accomplished by a) isolating circuits by using test instruments such as volt-ohm meters, recorders, etc. b) testing and inspecting to assure system has proper load distribution and tight and proper connections c) replacing faulty fixtures and other simple elements of an electrical system and appliances d) altering and renewing deteriorating circuits.

Makes alterations to buildings such as installing partitions and ceilings, laying flooring, hanging sheet rock, etc.; uses blueprints, figures estimated time and materials needed assuring that repair and changes can be completed with available funds and manpower.

Operates and maintains a surface water treatment plant; repairs, replaces, and adjusts relay and float switches, gate valves, pumps, chemical feeders, chlorinators, and related equipment; mixes chemicals and back washes filters; takes water samples to test for chlorine content and turbidity.

Operates and maintains a sewage treatment plant and lift stations; repairs, replaces and adjusts gate valves, vacuum pumps, relays, and other apparatus; takes daily flow measurements of wastewater lagoon.

Makes air ducts, machine guards, metal roofing, and other items; fits and installs assembled products; makes repairs on sheet metal materials.

Inspects and repairs electrical hydraulic elevators in order to adjust or replace broken or worn parts by having an understanding of electrical circuits, wiring diagrams and schematics, and by using elevator safety precautions and electrical instruments.

Services, repairs or replaces electrical appliances, motors, fuses, switches and outlets in order to provide efficient and well maintained electrical service by selecting proper materials, reading electrical schematics and using electrical instruments and hand tools.

MINIMUM REQUIREMENTS:

One year of experience in two or more building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency.

NC: 12/87

REV: 12/95

REV: 10/98

REV: 02/00

REV: 11/01

REV: 08/05

REV: 06/08

PUBLIC INFORMATION OFFICER I - 8185A2

Pay Grade: 27

SUMMARY

This is specialized, technical public information work.

Work involves planning and organizing a limited public relations program to promote public understanding of state agency objectives, functions and accomplishments through the use of several communications media. Work includes selecting media and methods of presentation, setting program objectives and policies, and advising administrative or department officials on the public relations aspects of agency policies and programs. Work may include serving as a liaison for legislative matters pertaining to the agency, analyzing agency programs and policies for their impact on public opinion, representing the agency at public and government meetings and hearings and may include supervising subordinate personnel.

EXAMPLES OF WORK PERFORMED

Plans, coordinates, and monitors the preparation and release of public information by developing program objectives or standards to determine priorities and procedures and evaluating effectiveness of publicity efforts.

Designs, writes and edits special and periodic agency reports, articles, and news releases for publications, reports, periodicals or the press by researching and organizing information to explain, document or promote agency activities.

Interviews department officials and employees to obtain information about agency programs to write and edit information for agency publications, news releases, annual and special reports, speeches, and radio and television scripts.

Confers, in writing or orally, with the general public, civil organizations, department officials and employees, and members of the communications media to establish and maintain liaison, answer inquiries and explain and interpret agency programs and services.

Prepares visual aids, exhibits, and audio-visual materials for publication and distribution.

Lays out and designs informational material by taking photographs, proofreading galley proofs and making arrangements for printing to prepare pamphlets, brochures and other materials.

Edits manuscripts for publication; plans layouts, graphic illustrations, and directs the printing of publications.

Promotes and coordinates public activities sponsored by the agency to ensure broad exposure of the events; serves as a liaison for the agency in multi-state public activities.

May supervise subordinate personnel.

MINIMUM REQUIREMENTS

One year of experience in conveying information and analysis through composition of reports, articles and manuals and making formal presentations or achieving a common understanding or solution when there is dissension. Education may be substituted for experience as determined relevant by the agency.

NC: 06/93

REV: 12/95

REV: 11/96

REV: 01/97

REV: 10/98

REV: 02/00

REV: 08/05

REV: 06/08

REV: 06/10

PUBLIC SERVICE EXECUTIVE II - 4273A4

Pay Grade: 32

SUMMARY

This is managerial work planning, organizing and directing the activities and managing the resources necessary to operate and maintain a program or programs that have multiple sub-programs and/or diverse activities.

Work involves developing or revising the program(s) operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities; and exercising control over resources for specific phases of a program(s).

EXAMPLES OF WORK PERFORMED

Plans, organizes and directs activities of a program(s) having multiple sub-programs and or diverse activities; formulates policies, and interprets and directs the application of policies and guidelines; ensures work performed is in compliance with agency policies as well as state and federal law.

Confers with agency staff to explain, interpret and discuss programs, laws, rules, regulations, policies and directives; establishes goals and finalizes plans; determines adequacy of services; resolves special problems.

Promotes public awareness of program(s); responds to the public's requests concerning agency procedures and applicable laws; cooperates with public or community groups in planning and providing effective program services; may participate as a member on national, state or local committees and organizations.

Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.

Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.

Meets with superiors to obtain information and direction and discuss problems relating to administration of services or program content and objectives.

Develops strategic plans, with emphasis on performance based customer service; manages program budget(s); may allocate resources. May develop and establish standards to evaluate the effectiveness of staff; designs initiatives to assist staff in developing and improving job skills.

MINIMUM REQUIREMENTS

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

NC: 12/94

REV: 12/95

REV: 01/97

REV: 06/98

REV: 10/98

REV: 02/00

REV: 08/05

PUBLIC SERVICE EXECUTIVE III - 4274A4

Pay Grade: 34

SUMMARY

This is diverse or complex managerial work exercising authority and control over the resources necessary to operate and maintain multiple agency programs and activities.

Work involves establishing and/or approving operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign and oversee the quality of work; and coordinating or managing the resources and budgets necessary for operations through contractors, vendors, providers, or lower level managers.

EXAMPLES OF WORK PERFORMED

Directs and controls resources necessary to operate and maintain multiple agency programs and activities; establishes and/or approves operating procedures, objectives and goals within broad agency and regulatory guidelines.

Formulates policies; interprets, directs and/or coordinates the application of policies and guidelines through contractors, vendors, providers, or lower level managers; ensures that the work performed is in compliance with agency policies as well as state and federal laws.

Establishes performance measures for contractors, vendors, or providers to ensure work is performed according to requirements. Develops short and long-range strategic plans including the allocation of resources, establishment of objectives, and strategies to accomplish objectives.

Develops and maintains budget(s); accountable for program results and effective utilization of physical, financial and or human resources.

Promotes awareness of program(s); responds to the public's requests concerning agency procedures and applicable laws; cooperates with public or community groups and functions as a liaison for contractors, vendors, or providers in planning and providing effective program services; may participate as a member on national, state or local committees and organizations.

Uses management systems and tools to continually improve program services and procedures, to determine whether needs are being met; initiates changes to correct deficiencies; and adapts programs and services to meet changing needs.

Meets with superiors to obtain information and direction and to discuss problems relating to administration of services or program content and objectives; coordinates program efforts with functions and programs of other agencies.

Develops and establishes standards to evaluate the effectiveness of staff and contractors, vendors, and providers; designs initiatives to assist staff in developing and improving job skills and develops courses of action as necessary for contractors, vendors or providers if established performance measures are not met.

Promotes understanding of and participation in total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach.

Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions.

MINIMUM REQUIREMENTS

Three years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

NC: 12/94
REV: 12/95
REV: 01/97
REV: 06/98
REV: 10/98
REV: 02/00
REV: 08/05

STAFF DEVELOPMENT SPECIALIST I - 4225A6

Pay Grade: 26

SUMMARY

This is specialized work developing and conducting training programs for state employees or the public.

Work involves developing, conducting, and coordinating training and development programs, agency and state policies and procedures, agency specific program training, or other subjects related to the performance of work. Uses lectures, written materials and visual aids to present training and other materials.

EXAMPLES OF WORK PERFORMED

Presents training and development programs through the use of a variety of methods including lecture, exercises, case studies, and visual aids.

Develops training modules and programs. Analyzes the given training goals and needs to produce a set of learning objectives, and defines a format for presenting material. Researches, evaluates and selects handouts, visual aids, case studies and exercises that will best promote learning.

Gathers data in order to evaluate the effectiveness of training programs and prepares reports.

Prepares publicity and notifies state agencies or the public of training sessions. Drafts news releases, letters, brochures, posters and other means of publicizing training and development programs.

Corresponds with outside presenters and agency personnel in order to schedule and coordinate training and development programs.

Develops technical and non-technical training programs to satisfy established program goals and objectives. Researches literature and writes program and/or identifies, reviews, assesses and modifies existing training programs.

Develops appropriate curricula and teaching techniques for training activities, and evaluates courses. Plans, schedules, and presents instructor training workshops.

MINIMUM REQUIREMENTS

Two years of experience in developing and delivering training materials and presentations. Education may be substituted for experience as determined relevant by the agency.

NC: 06/94

REV: 12/95

REV: 10/98

REV: 10/99

REV: 02/00

REV: 08/05

MAJOR/CORE COURSEWORK

For positions that prefer an emphasis in fisheries science/management, the Bachelor s degree in natural resources should include at least 24 semester hours of coursework in the following:

fisheries management; fisheries science; ichthyology; limnology; aquaculture; mariculture; fish culture; aquatic ecology; ecology; biostatistics; population biology

For positions that prefer an emphasis in wildlife science/management, the Bachelor s degree in natural resources should include at least 24 semester hours of coursework in the following:

game management; wildlife management; wildlife conservation; wildlife statistics; wildlife science; animal ecology; plant ecology; ecology; zoology; mammalogy; ornithology; animal taxonomy; herpetology; plant taxonomy; range management; conservation biology; biostatistics; population biology

For positions that prefer an emphasis in park management/park recreation, the Bachelor s degree in natural resources should include at least 24 semester hours of coursework in the following:

intro to recreation; recreation & parks; recreation commercial setting; outdoor recreation; recreation facility design; leisure management; group leadership; interpretive service; recreation games/activities; park management; camp administration; program planning; recreation program services; recreation & lifetime skills; nature recreation; park operations; park planing; park user surveys; park or recreation research; wildland recreation or management; travel, tourism & park management

Bachelor s degree in natural resources is interpreted to include at least 24 semester hours of coursework in any of the above or the following:

forestry; soils; natural resources management; geology; plant science; dendrology; watershed management; botany; environmental studies; field biology; microbiology; genetics; organismic biology; biometrics; evolution; entomology; remote sensing; environmental ethics/issues; cellular biology

Kansas Civil Service Basic Pay Plan (effective June 12, 2011)

Basic Steps (Hourly Rates)

PG	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
7	7.56	7.77	7.96	8.18	8.35	8.56	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68
8	7.96	8.18	8.35	8.56	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21
9	8.35	8.56	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79
10	8.76	9.00	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35
11	9.24	9.44	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98
12	9.69	9.93	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61
13	10.15	10.43	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30
14	10.68	10.92	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03
15	11.21	11.48	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75
16	11.79	12.04	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56
17	12.35	12.66	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39
18	12.98	13.29	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26
19	13.61	13.95	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16
20	14.30	14.66	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13
21	15.03	15.38	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13
22	15.75	16.16	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16
23	16.56	16.94	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31
24	17.39	17.79	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48
25	18.26	18.70	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68
26	19.16	19.65	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98
27	20.13	20.58	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31
28	21.13	21.65	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73
29	22.16	22.72	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22
30	23.31	23.87	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78
31	24.48	25.05	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42
32	25.68	26.29	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13
33	26.98	27.61	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95
34	28.31	29.03	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84
35	29.73	30.46	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81
36	31.22	31.98	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81	42.90	43.91
37	32.78	33.55	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81	42.90	43.91	45.02	46.14
38	34.42	35.25	36.13	37.00	37.95	38.86	39.84	40.83	41.81	42.90	43.91	45.02	46.14	47.29	48.47



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Employee Benefits

The benefits you earn as a State employee are a significant part of your total compensation package. These are just a few of the benefits you will receive as an eligible State employee. This benefits summary relates to benefits eligible positions in the classified service. Some benefits are similar for unclassified service. Please direct specific questions about a benefit program to the hiring agency personnel office.

Health Plans:

A broad base of programs has been developed to enhance the health, security, and peace of mind of benefits eligible State of Kansas employees and their families.

Medical Plan Choices:

Benefits eligible employees may choose from three preferred provider organization plan designs. Plan offerings include Plans A, B and Plan C which is a Qualified High Deductible Health Plan (QHDHP) with Health Savings Account (HSA). Plans A & B are administered by Blue Cross Blue Shield of Kansas, Coventry Health Care, Preferred Health System and UMR a UnitedHealthcare Company. Plan C is administered by Coventry Health Care, Preferred Health Systems, and UMR a United Healthcare Company. All plans include coverage for preventive care, prescription drug and dental coverage.

Dental Plan:

Any employee covered under the medical plan is automatically enrolled in employer paid single dental coverage. Those employees covering dependents under the medical plan may also elect to cover their dependents on the dental plan for an additional premium. The dental plan includes coverage for preventive services, restorations, and limited orthodontic coverage.

Vision Plan:

The vision plan is a voluntary program and maybe selected even if the benefits eligible employee and their dependents are not enroll in the state's medical coverage. Employees may select from either the Basic or Enhanced vision plans that including coverage for lenses, frames, and contacts.

LIFELINE:

An employee assistance program designed to help deal with personal or family problems.

HealthQuest:

A health promotion program which includes health risk assessment, a counseling and referral program, education classes, newsletters and exercise opportunities.

KanElect (cafeteria):

Flexible benefits plan which allows employees to pay their health premiums with pretax dollars. Flexible Spending Accounts are available for dependent care expenses and or non-reimbursable health care expenses.

Leave Plans:

The State of Kansas offers one of the best leave packages around. Below is a summary of some of the leave plans offered.

Vacation Leave:

Eligible employees begin earning leave upon employment. Accrual for full-time employees is based on years of continuous service and hours in pay status: Upon employment start earning 3.7 hours per biweekly period. Accrual rate increases after 5, 10, and 15 years. Accrual is prorated for non-exempt employees who work less than full-time during a given pay period.

Sick Leave:

Eligible employees begin earning leave upon employment (Personal or family)*. Accrual rate for full-time classified employees is 3.7 hours per biweekly period. Accrual is prorated for non-exempt employees who work less than full-time during a given pay period.

Holiday Leave:

Eligible employees are provided 9 paid holidays per year. The Governor may designate additional days.

Funeral Leave:

Eligible employees are provided up to 6 days of leave with pay upon death of a close relative and approval of employing agency.

Shared Leave:

Donated leave for eligible employees to be used for serious illness or injury to self or family member. Upon the approval of employing agency.

Job Injury Leave:

Eligible employees are provided up to 6 months of qualifying job injury leave, upon approval of employing agency.

Jury Duty Leave:

Eligible employees are provided leave with pay, subject to regulation requirements.

Military Leave:

Eligible employees are provided up to 15 days of paid leave for active duty within each 12-month period beginning October 1 and ending September 30 of the following year. Other types of military leave are also available upon approval of employing agency.

Leave Without Pay:

Eligible employees are provided time off without pay for special circumstances upon approval of employing agency.

Disaster Leave:

Employees, who qualify as American Red Cross certified disaster service volunteers, are provided up to 20 days leave for certified disaster volunteer service (Level II or above) upon approval of employing agency.

Payment for Unused Sick Leave:

Upon retirement, eligible employees receive partial payment for unused sick leave in excess of 800 hours after 8 years of service.

Donor Leave:

Eligible employees receive up to 30 days paid to donate organs, tissue, marrow, or blood.

Retirement Plan:

Kansas Public Employees Retirement System, employee contributes 6% of gross biweekly salary. Rate of state contribution is set by law each year.

Deferred Compensation:

Eligible to begin upon employment. Tax shelter plans that may enable employees greater retirement security.**

Workers Compensation:

Payment of medical and disability compensation for injuries arising from employment.

Promotional Opportunity:

As ability and experience increase, career development/growth and promotional opportunities are available.

*The State of Kansas complies with the provision of the Family and Medical Leave Act.

**Consult with your tax advisor to see if this plan could benefit you.

Contact the Civil Service Employment Office:
psweb@da.ks.gov, (785) 296-4278

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The State of Kansas is an equal opportunity employer.



We actively seek diversity among our employees.

[Kansas Diversity Network](#)



Steps to apply for State Jobs:

1. [Register Personal Data](#)
2. [Search Job Vacancy List](#)
3. [Apply Directly to Agencies](#)

View video on "[Application Process](#)"
(Written transcript of Video)

If you have any questions or concerns accessing the video please contact "psweb@da.ks.gov"

Additional Information

- [State of Kansas Civil Service Pay Plans](#)
- [Veterans' Preference Information](#)
- [Americans with Disabilities Act](#)
- [Classified/Unclassified Definitions](#)

Seeking additional jobs in Kansas?
Check out the following links:

- [Wichita State University Job Listings](#)
- [KansasWorks.com](#)
- [Kansas Turnpike Authority](#)

Contact the Division of Personnel Services for General Questions:
psweb@da.ks.gov, (785) 296-4278, otherwise use the [agency contact list](#).

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APPLICANT INFORMATION

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Register

Complete your personal data form.

- Go to the online [Personal Data form](#)
- Prefer the paper version? Download the [word version of the Personal Data form](#).

Important information below:

Notice: If you are claiming veterans' preference **for the first time** please mail a copy of your DD214 - copy of discharge or documentation in form of a letter from the United States Department of Veterans Affairs to verify service-connected disability, copy of a marriage license to verify relationship as a spouse to a service member, a letter or notice from the Federal Government showing that their spouse died while serving in the armed forces, or other relevant documentation that would help qualify an individual for veterans' preference in accordance with the eligibility criteria set forth in K.S.A. 73-201. Please mail discharge or documentation to the Kansas Department of Administration, Division of Personnel Services, 900 S.W. Jackson, Room 252S, Topeka, Kansas 66612 or Fax to (785) 291-3715.

Confirmation

Following submission of your personal data sheet, you will receive a confirmation letter (with your assigned Applicant Identification Number) in the mail within 7 to 10 days. **Please include your Applicant I.D. or Social Security Number when you apply for a vacancy.**

NOTE: If you have not received your Applicant ID number in the mail and are ready to submit your application, please mark "Pending" in the appropriate field on the application or contact the recruiter that is listed on the job announcement to obtain an Applicant ID number.

Contact the Division of Personnel Services for General Questions:
psweb@da.ks.gov, (785) 296-4278, otherwise use the [agency contact list](#).

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