

Essential Job Duties

Employee Name: \_\_\_\_\_
Job Title: Project Manager
District/County: \_\_\_\_\_
Department: \_\_\_\_\_
Position Number: \_\_\_\_\_

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accomodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.
1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

Supervision Duties

- \_\_\_ Evaluating employees
\_\_\_ Disciplining employees
\_\_\_ Scheduling and tracking staff leave
\_\_\_ Ensuring staff coverage
\_\_\_ Allocating employee work assignments
\_\_\_ Monitoring staff's work product
\_\_\_ Handling complaints
\_\_\_ Facilitating, coaching and supporting staff
\_\_\_ Providing regular feedback to staff

Communications Duties

- \_\_\_ Communicating effectively in writing
\_\_\_ Communicating effectively in verbal form
\_\_\_ Appropriately sharing information internally and externally
\_\_\_ Serving as a liaison to the executive and legislative branches and agencies
\_\_\_ Serving as an information resource to public and staff

Program Management Duties

- \_\_\_ Testing programs and assisting with analysis of test results to detect problems
\_\_\_ Providing continued daily support of existing and new systems for the district courts
\_\_\_ Serving as team lead for the implementation and support of integrated software system
\_\_\_ Coordinating equipment installs with vendors and courts and ensuring they received install instructions prior to install dates
\_\_\_ Ensuring courts and vendors understand their responsibilities prior to implementation
\_\_\_ Verifying equipment was installed in courts as scheduled
\_\_\_ Coordinating implementation and training schedules based on resources, support and geographic locations
\_\_\_ Ensuring courts understand responsibilities of onsite training and implementation
\_\_\_ Gathering details from courts on operations and training needs to develop district-specific materials and training
\_\_\_ Working closely with district trainers to ensure each trainer understands the implementation process prior to onsite training
\_\_\_ Training court employees to become implementors and trainers for courts within their districts
\_\_\_ Resolving implementation problems to avoid their repetition

- \_\_\_ Continuously improving documents, processes, and software integration support processes
\_\_\_ Supervising the collection, analysis, reporting and maintenance of the Kansas Judicial Branch caseload statistical data
\_\_\_ Resolving implementation problems to avoid their repetition
\_\_\_ Continuously improving documents, processes, and software integration support processes
\_\_\_ Supervising the collection, analysis, reporting and maintenance of the Kansas Judicial Branch caseload statistical data

Work Processes and Results Duties

- \_\_\_ Applying policies and procedures
\_\_\_ Applying rules and laws
\_\_\_ Developing policies, procedures and programs
\_\_\_ Planning overseeing the implementation of objectives
\_\_\_ Identifying issues and offering solutions
\_\_\_ Advising management of impact of changes to policies, procedures, etc.
\_\_\_ Producing work products which meet deadlines
\_\_\_ Assisting coworkers as needed
\_\_\_ Recruiting and hiring staff
\_\_\_ Training employees
\_\_\_ Conducting meetings as necessary
\_\_\_ Serving on committees as required
\_\_\_ Providing courteous service to coworkers and public
\_\_\_ Acting on feedback from others to achieve desired outcomes

I have reviewed the duties for this position and I have designated the duties which are essential.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Appointing Authority \_\_\_\_\_ Date \_\_\_\_\_