

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

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

1. Agency Name Kansas Lottery		9. Position No. K0246874	10. Budget Program Number		450
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Part-Time Draw Official		
3. Division Executive			12. Proposed Class Title		Position Number K0246874
4. Section Draw	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp.		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 6:30 PM To: 3:30 AM Saturday - Sunday		17. Audit Date: By: Date: By:			

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

18. If this is a request to 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
Karie Lowe	Draw Manager	K0237241

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Karie Lowe	Draw Manager	K0237241

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.

Employee will work under specified guidelines in completing assignments given by the Supervisor. These assignments include facilitating designated nightly iLottery draws in the role as part-time (PT) draw official. Instructions will be specific and the incumbent will be expected to carry out assignments with little or no supervision on site. Must be able to react to unusual and emergency situations, and to notify appropriate agency staff in the event of an emergency.

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>E = designates essential duties of the position</p> <p>M = designates marginal duties of the position</p>
1. 80% E	Perform duties as (PT) draw official to facilitate designated nightly iLottery drawings for the major draw games including, but not limited to Powerball, Mega Millions, Lotto America, Super Kansas Cash, 2by2, Lucky for Life, and Pick 3. The designated days of work of the (PT) draw official may include working holidays. The hours of working the draw begin at 8:00 p.m. and conclude when the draw is complete. The incumbent may not leave the Lottery premises while working as the draw official. The draw official shall ensure that sales for the iLottery draw games cut off at the specified time; balance sales reports and winners' reports by verifying the number of prize winners per category for each game; verify accuracy of winning numbers; calculate and ensure correct entry of share values to enable payment of prizes to winners; disseminate winning numbers and winner information to Lottery staff via email; transmit sales and winner data to the Multi-State Lottery Association; scan and store documents used during the drawing process; and comply with all guidelines, checklists, and security standards to ensure the integrity of the iLottery drawings.
2. 10% E	Facilitate on a rotational basis, mid-day daily drawings away from regular work and/or remotely. Receive data from vendor using lottery-provided surface equipment and confirm accuracy of information upon input of data.
3. 5% M	Management of equipment, tools, and supplies needed to perform nightly iLottery drawings in the draw room. Includes ensuring that there are adequate toner cartridges in stock in the draw room for the iLottery draw printers. Ensures adequate paper supply is stocked and available. Ensures desk phone and cellular phone used by draw officials are both programmed and updated as instructed by draw manager.
4. 5% M	Participate in draw team meetings, as needed. Participate in Lottery meetings and training activities. Perform other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to carry out duties and responsibilities as a (PT) draw official in a timely and accurate fashion has the potential of major negative impact upon the agency. For example: If a winning number is released incorrectly to the general public and media, the Kansas Lottery could be liable to pay prizes for the correct set of winning numbers as well as the incorrect set of winning numbers and could be particularly expensive if an incorrect set of winning numbers hits the jackpot. Such activity has the potential to adversely affect the integrity of the Kansas Lottery, its games, and could result in possible loss of future sales, which, in turn, decreases transfer of revenue from the Kansas Lottery to the state of Kansas.

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

Daily contact with vendor personnel, MUSL officials, and Lottery staff. Contact is made in person, via phone, email and Teams meeting calls. Purpose of contact is to advise on work, resolve problems, verify and receive information, and answer questions.

MUSL – Multi-State Lottery Association

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

Incumbent may be required to work through the entire night without departing from the Lottery building. Incumbent is considered an essential employee and is expected to attend work during inclement weather conditions. Inclement weather conditions may require incumbent to arrive early at Lottery headquarters and remain on site at Lottery headquarters until weather conditions allow employee to depart.

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

PC – daily

Pollard's Control Room - daily

Cell phone – daily

Printer/copier/fax/scanner – all one unit – daily

Independent Printers – daily

Teams meeting calls – daily

Flash drives - daily

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 or Training - Special or professional
High diploma or equivalent required.

License, certificates and registrations

Special knowledge, skills and abilities

- Attentiveness to details.
- Ability to follow instructions accurately.
- Ability to work independently.
- Ability to react in a situation when circumstances present which are out of the ordinary.
- Dependable work history, including punctuality.

Experience - Length in years and kind
1-2 years office experience preferred.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

*Must be able to pass extensive background prior to hire and subject to periodic updates.

*Subject to tax clearance upon hire periodic updates.

*Employee of the Kansas Lottery and designated family members and other persons who reside in the same residence are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq, and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.

*Must complete Form I-9 upon hire and update and/or re-verify as required.

*By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date