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## SECRETARY OF LABOR

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### POSITION SPECIFICATIONS

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#### CLIENT

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[The Kansas Department of Labor](#) currently administers the Kansas Unemployment Insurance program and state workers compensation system; enforces Kansas employment standards, including wage and hour laws and child labor laws; provides assistance with workplace safety and health issues; and continues to gather and disseminate statistics on Kansas employment and other economic issues.

*Their mission is to “provide workers and employers with information and services that are accurate and timely, efficient and effective, fair and impartial. Administered by employees that understand the value and importance of public service to their fellow Kansans.”*

#### Agency Philosophy and Values

They are dedicated to providing professional services to all Kansans while holding themselves to the highest possible levels of integrity and accountability. Their work is characterized by:

- Respect for one another and for those they serve
- Emphasis on quality and accountability
- Clear and concise internal and external communication
- Stewardship of public resources
- Collaborative partnerships internally and externally on local, state and national levels

The Kansas Department of Labor has changed over the years. In its first appearance, as the State Bureau of Labor and Industrial Statistics in 1885, its duties were to "collect, assort and present to the governor, in annual reports, statistics relating to all departments of labor and industry in the state, especially in their relation to the commercial, industrial, social, educational and sanitary condition of the laboring classes." The Labor Market Information Services Division (LMIS) continues many of these responsibilities.

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From 1888 to 1912 the agency increased its responsibilities and was known as the Bureau of Labor and Industry.

Following passage of the first comprehensive Kansas child labor law in 1905 and the first workers compensation law in 1911, the agency became the Department of Labor and Industry in 1913. By the following year the "and Industry" had been informally dropped from the agency name.



The Division of Unemployment Compensation began in 1937 under the Commissioner of Labor and Industry. This followed the 1935 federal law requiring employers to contribute to a federal unemployment tax fund if there was no state fund established.

In 1939 the agency was reorganized as the Department of Labor and the Office of Workmen's Compensation began as a separate agency. It became the Office of the Director of Workers Compensation in 1961 and subsequently became a division in the Department of Labor.

The agency was headed by a Commissioner until after 1975 when the chief administrator became a Secretary.

In 1976 the agency was reorganized by Executive Order as the Kansas Department of Human Resources. An Executive Order in 2004 again reorganized the agency and renamed it the Kansas Department of Labor.

Kansas is the headquarters of globally recognized companies including AMC Theatres; Black & Veatch; Cobalt Boats; Dairy Farmers of America; Garmin; Hostess Brands; Koch Industries; and Spirit AeroSystems. The state is also the home of major operating divisions of Amazon; Bombardier; Cargill Protein; Honeywell; Kubota; Mars Wrigley; National Beef; Textron Aviation; and Tyson Foods, among many others.

These companies and countless others have chosen to grow in Kansas because of the state's strong workforce development system, business-friendly climate; a high-quality K-12 and higher education system; the state's central location; and high-quality transportation infrastructure, most notably a top-5 highway system and the intermodal hub at Logistics Park KC.

Kansas has made focused investments to grow sectors where the state has natural strategic advantages: aerospace; agriculture and bioscience; food processing; logistics and e-commerce; and renewable energy. Of note, Kansas ranks first in the nation for the percentage of electricity generated from wind power.

### Geographic Advantages

The Kansas cities with the largest populations are: Wichita, 385,518; Overland Park, 178,945; Kansas City (Kansas), 147,598; Olathe, 129,913; and Topeka, 127,660. The state has 105 Counties and has 74 designated [Opportunity Zones](#) which are locations ready for investment and development.

### KANSAS EDUCATION

- Kansas' education system is one of the best in the nation and a powerful factor in the state's economic growth. Kansas is ranked 11th in the nation for college graduate production and 32% of the working age population has a bachelor's degree or above. In some areas, such as Johnson County (the state's largest county, located in the Kansas City area), over 50% of the adults have a college degree.
- Kansas has several major universities including: University of Kansas, Kansas State University, Wichita State University, Fort Hays State University, Pittsburg State University, Emporia State University, Washburn University and 26 community and technical colleges statewide.

### Kansas Department of Labor

To learn more about Kansas, the Department of Labor and its partners, please visit the following websites:

- [The State of Kansas](#)
- [Kansas Department of Labor](#)
- [US Department of Labor](#)
- [Travel Kansas](#)

The Kansas Department of Labor is seeking a **Secretary of Labor** who will report to **Governor Laura Kelly** and will oversee an agency of over **400 employees**, a leadership team of 13 direct reports including two Deputy Secretaries, a personal staff of three, and an annual operating budget of approximately **\$40 million**.

### RESPONSIBILITIES

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The Secretary of Labor will direct all activities of the Department of Labor. The Department of Labor and the Secretary of Labor are responsible for administering multiple programs and providing resources and economic security to all Kansans. Programs administered by the Department of Labor include Unemployment Insurance, Labor relations, Wage and Hour, Industrial Safety and Health, and Labor Market Information. The Secretary is expected to conform to all state and federal laws applicable to the administration of the Kansas Department of Labor.

The successful Secretary will:

- Guide and lead the Labor Team to provide timely, attentive and enjoyable service to their clients, customers, and stakeholders.
- Have direct IT knowledge and/or IT management experience so as to not be deceived or confused while managing complex IT operations and teams that include multiple agency staff and contractors.
- This IT expertise must be sufficient enough to enable effective crisis management under public scrutiny of the maintenance and modernization of specific IT systems and architecture as well as the teams that actually utilize and deploy them.
- Possess the experience to effectively managing large, diverse agency or corporate cultures with demonstrated crisis management and/or experience effectively managing complex and challenging systems with multiple stakeholders.
- Have a history of experience with, and preparation for, a high-stress, public, high-scrutiny political environment.
- Executive level experience with labor-related agencies – ideally a VP or Deputy Director or Deputy Secretary from state or federal agencies, or a private sector organization, with meaningful experience and relationships with labor agencies who is ready to take on the CEO role.
- Direct experience with the primary labor programs and players at federal and state levels – especially Unemployment Insurance; this doesn't have to be extensive expertise, but must be significant enough to enable effective crisis management under public scrutiny specific to those programs.
- Stay current with primary labor programs in competitive and peer states.
- Develop annual Division strategy aligned with the labor blueprint adopted by the state.
- Drive internal administrative improvements to create program delivery efficiencies for constituents.

**Specific job duties and responsibilities will include but are not limited to the following:**

- Represent the Office of the Governor as directed.
- Serve as a liaison between the agency and key stakeholders from labor and business.
- Directs formulation of the agency's regulations, policies and procedures.
- Develop agency strategic plan, mission, goals and objectives.
- Develop and maintain positive working relationship with key outside entities such as the United States Department of Labor and the National Association of State Workforce Agencies.
- Work with agency legislative team and the Office of the Governor to develop annual legislative agenda.
- Develops critical relationships and works collaboratively with, as well as seeks feedback from, national and regional labor professionals and organizations.
- Drives internal administrative improvements to create program delivery efficiencies for constituents.
- Prepares and strategizes enhancements to the Labor Division budget and has approval authority of all division expenditures. Tracks expenditures against budget to ensure alignment.
- Provides full range, direct supervision and management of staff. Establishes a team-based approach to the work of the division. Establishes performance expectations

and priority outcomes, evaluates performance, provides employee counseling and guidance, and assigns work.

- Working with state/national institutions and leaders to solve problems and overcome challenges; directing the formulation of policies, procedures, plans and programs that will improve Kansas.
- Performs other duties as assigned.

## **EDUCATION AND EXPERIENCE**

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- An undergraduate degree is required.
- A minimum of 5+ years of professional experience and demonstrating a positive track record of successful results is necessary.
- Experience managing, administering or supervising human, financial, physical and information resources including, two years' experience directing subordinate managers or supervisors and any additional education or experience criteria which meets the agency's requirements for the position.
- In addition to individuals currently serving as a leader in a labor organization, serious consideration will be given to those who have served at a national level in a labor focused leadership role.
- Experience in an externally focused leadership position is preferred.
- Employs a strategy of continuous improvement.
- An ability to manage a diverse team to ensure coordination across all programs
- Must have demonstrated experience successfully completing time-sensitive and/or high-profile projects through collaboration, consensus and creativity.
- The ability to develop close working relationships with governmental bodies at the local, state and federal levels, and constituents/stakeholders which might include elected officials, staff employees, and other business and community support organizations. (Examples of direct experience or transferable experience required.)

## **PERSONAL CHARACTERISTICS**

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- Must be enthusiastic and forward thinking with a high level of energy and a "make things happen" personality.
- An "idea person" who can maintain continuity while challenging historical policies, procedures and structures who can recommend changes accordingly.
- Must have exceptional leadership and interpersonal capabilities and experiences and the ability to establish credibility and rapport among various constituencies.
- Must be confident and credible, while at the same time open to collaboration, constructive suggestions, inclusive in style, and supportive of a wide range of stakeholders and ideas.
- Should be highly adaptable and flexible, with the ability to thrive in an ambiguous environment.
- Must be able to quickly develop a firm grasp of unfamiliar labor programs and effectively utilize a wide range of tools, resources and relationships on behalf of Kansas.
- Exemplary communication skills (written and verbal) with demonstrated presentation abilities, as well as active listening skills, are essential.

- Must possess an innate ability to resolve conflict and drive consensus among culturally diverse constituencies around sensitive and/or highly complex issues.
- Must be sensitive to and have affinity for diversity, culture, image, and the professionalism necessary for success within the urban core, rural communities as well as Kansas at large.
- Management style must be dynamic, decisive, firm but fair, and noted for inclusiveness, consensus building, team orientation, facilitation and follow through.
- Strong organization, analytical and reasoning skills with an ability to assess complex issues.
- Willingness and ability to travel as necessary.
- Must have a strong personal value system that encompasses high integrity, honesty, a solid work ethic, high professional standards and strong moral character.

## **COMPENSATION**

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Compensation will include a base salary and will be market-based subject to the selected candidate's background and experience. Negotiated relocation assistance will be provided, if necessary.

## **APPLICATION PROCESS**

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EFL Associates, an executive search firm, is assisting The Kansas Department of Labor with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## **NON-DISCRIMINATION**

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Our client and EFL Associates will provide equal employment opportunity to all persons, and all classified personnel transactions shall be made without regard to race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status, or disability status in compliance with all applicable laws and regulations.

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