



Program Specialist II

Salary Group: B18

Class Code: 1571

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROGRAM SPECIALIST I	1570	B17	\$36,976 - \$58,399
PROGRAM SPECIALIST II	1571	B18	\$39,521 - \$64,449
PROGRAM SPECIALIST III	1572	B19	\$42,244 - \$68,960
PROGRAM SPECIALIST IV	1573	B20	\$45,158 - \$73,788
PROGRAM SPECIALIST V	1574	B21	\$48,278 - \$78,953
PROGRAM SPECIALIST VI	1575	B23	\$55,184 - \$90,393
PROGRAM SPECIALIST VII	1576	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs moderately complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Program Specialist job classification series should only be used if there is no occupationally specific job classification available within the State's Position Classification Plan that would be a good fit for the majority of work being performed. Employees in this series should not have supervisory responsibilities; however, senior levels may train, lead, assign, and/or prioritize the work of others, which may include serving in a team lead capacity. The Program Supervisor job classification series was designed to address employees performing work similar to the Program Specialist job classification series but who have the additional responsibility of supervising employees working in an agency program or multiple programs.

EXAMPLES OF WORK PERFORMED

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.

Performs comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.

Provides support and collaborates in the planning, development, implementation, analysis, and documentation of an agency program.

Serves as a liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.

Conducts surveys and/or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.

Markets program(s) to community and professional groups to encourage and/or improve interest in the program(s).

Monitors and reviews compliance with program policies and procedures, statutes, and rules for assigned program.

Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for the implementation of procedural or policy changes.

Assists in reviewing and evaluating information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.

Assists with the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.

Assists in preparing and evaluating program budget requests.

May collaborate with program staff in determining trends and resolving technical problems.

May recommend and coordinate activities to produce a more effective program.

May assist in analyzing legislation to develop recommendations for policy in programmatic areas relating to the implementation, improvement, and/or expansion or reduction of program funding.

May assist in developing policy and procedure manuals.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in a field related to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

Skill in identifying measures or indicators of program performance and in the use of a computer and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.