



Program Specialist IV

Salary Group: B20

Class Code: 1573

<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 highly complex (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing major agency program(s) 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 limited supervision, with moderate 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 for assigned program(s).

Coordinates and collaborates with program staff in program planning, development, implementation, analysis, and documentation of agency program(s).

Coordinates and conducts surveys, inspections, or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.

Provides advice and counsel by interpreting policies, procedures, rules, regulations, and standards related to the program.

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

Monitors required performance reports and recommends appropriate changes.

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

Reviews and evaluates information on service delivery system methods, outputs, activities, and trends to identify gaps in resources and recommends and implements improvements to resolve technical problems.

Analyzes legislation to develop recommendations for policy in programmatic issues relating to the implementation, improvement, and/or expansion or reduction of program funding.

Collects, organizes, analyzes, and/or prepares materials in response to requests for program information and reports.

Evaluates research findings relative to specific projects being developed.

Reviews program area functions and operations, identifies areas needing change, and develops plans to improve programs or to address areas of concern.

Conducts training and provides guidance to staff in the development and integration of new or revised methods and procedures.

Assists in developing program policies, procedures, standards, and manuals in accordance with program objectives and goals.

May analyze the application of and variations within programs to develop action plans for improving or initiating new programs.

May prepare and evaluate program budget requests.

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.