



# Program Specialist V

Salary Group: B21  
Class Code: 1574

<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
<b>PROGRAM SPECIALIST V</b>	<b>1574</b>	<b>B21</b>	<b>\$48,278 - \$78,953</b>
PROGRAM SPECIALIST VI	1575	B23	\$55,184 - \$90,393
PROGRAM SPECIALIST VII	1576	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs advanced (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 serve as a lead worker providing direction to others. Works under limited supervision, with considerable 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 a variety of technical, training, research, planning, policy, program assessment, and administrative activities for assigned program(s).

Performs studies and analyses of operations and problems and the preparation of reports of findings and recommendations.

Monitors required performance reports, and recommends appropriate changes.

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

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

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).

Consults with public and private agencies involved in the programs to resolve problems, identify training needs, and discuss program effectiveness.

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

Analyzes performance data to help ensure compliance with program policies and procedures, statutes, and rules; and recommends corrective action(s) as needed.

Analyzes the application of and variations within programs, and develops action plans to improve or initiate new programs.

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.

Determines program statistics and trends and resolves operational problems.

Prepares administrative reports, and studies and performs specialized research projects.

May develop program policies, procedures, standards, and manuals in accordance with program objectives and goals.

May identify and prioritize business needs, ensuring alignment with agency goals.

May prepare and evaluate program budget requests.

May oversee the studies and analyses of operations and problems and the preparation of reports of findings and recommendations.

May monitor required performance reports and recommend appropriate changes.

May assist in determining program statistics and trends, and resolves operational problems.

May assist in developing and implementing effective techniques for evaluating agency programs.

May serve as a lead worker providing direction 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 serve as a lead worker providing direction to others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

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