



# Program Supervisor I

Salary Group: B17

Class Code: 1580

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
<b>PROGRAM SUPERVISOR I</b>	<b>1580</b>	<b>B17</b>	<b>\$36,976 - \$58,399</b>
PROGRAM SUPERVISOR II	1581	B18	\$39,521 - \$64,449
PROGRAM SUPERVISOR III	1582	B19	\$42,244 - \$68,960
PROGRAM SUPERVISOR IV	1583	B20	\$45,158 - \$73,788
PROGRAM SUPERVISOR V	1584	B21	\$48,278 - \$78,953
PROGRAM SUPERVISOR VI	1586	B23	\$55,184 - \$90,393
PROGRAM SUPERVISOR VII	1588	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs routine (journey-level) administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, procedures, and policies; assisting in developing schedules, priorities, and standards for achieving program goals; and assisting in evaluating program activities. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## DISTINGUISHING CHARACTERISTICS

The Program Supervisor job classification series is intended for those employees who are typically considered first-line supervisors and assume responsibility for, and participate in, the daily work of an assigned agency program. Distinction within the levels depends on a variety of factors including 1) complexity of the program, 2) size and type of workforce supervised, 3) level of education and experience needed to perform the work, and/or 4) supervising the daily operations of more than one program.

## EXAMPLES OF WORK PERFORMED

Supervises the work of assigned program staff and provides training and technical assistance in the program area.

Prepares and reviews reports on the effectiveness of program activities.

Confers with staff on program issues and problems to identify and implement solutions.

Assists management in planning, implementing, coordinating, monitoring, and evaluating programs.

Assists in the development of program guidelines, procedures, and policies; and monitors compliance with policies and procedures.

Assists in the preparation of training and operational manuals, and educational and marketing materials.

May conduct special investigations, program analyses, and research studies.

May assist in the preparation of program budget requests.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in the administration of a program relevant to the assignment. 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 and staff performance and in the use of a computer and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to establish goals and objectives; to devise solutions to administrative problems; to develop, evaluate, and interpret administrative policies and procedures; and to supervise the work of others.

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

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