



# Program Specialist I

Salary Group: B17

Class Code: 1570

<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 routine (journey-level) consultative services and technical assistance work. Work involves assisting with 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. Works under moderate 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.

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 assist in explaining program specifics and requirements.

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

Monitors and reviews compliance with requirements, laws, regulations, policies, and procedures for assigned program.

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

Assists in providing consultative services and technical assistance for agency programs.

Assists with the preparation of administrative reports, studies, and specialized projects.

Assists in preparing comprehensive reviews of literature, statutes, rules, and/or policies.

Assists with the review of program area operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.

May assist in preparing and evaluating program budget requests.

May assist in preparing justifications for the implementation of procedural or policy changes.

May assist in developing policy and procedure manuals.

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.

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; public administration techniques; training and marketing techniques; and program management processes and techniques.

Skill in identifying measures or indicators of program performance and 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; and to communicate effectively.

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

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