



Program Specialist VII

Salary Group: B25

Class Code: 1576

<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 advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, coordinating, 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 minimal supervision, with extensive 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

Plans, prioritizes, and performs of a variety of technical, training, research, planning, policy, program assessments, and administrative activities for assigned program(s) including overseeing the delivery of services; provides high-level technical assistance for a program; and creates efficiencies where opportunities occur.

Leads the implementation and ongoing management of complex program initiatives.

Coordinates the collection, organization, analysis, and preparation of materials in response to requests for program information and reports.

Completes and monitors required administrative and performance reports, studies, and specialized projects; and recommends appropriate changes to programs.

Ensures compliance with program policies and procedures, statutes, and rules; and takes corrective action(s) as needed.

Develops and implements effective techniques for evaluating agency programs, identifies the need for new programs or change to existing programs, and provides guidance to staff in the development and integration of new methods and procedures.

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

Analyzes legislation to develop recommendations for policy in programmatic issues relating to the implementation, improvement, and/or expansion or reduction of program funding; assists in responding to legislative and external inquiries and requests.

Speaks to community and professional groups to coordinate, improve, and stimulate interest in the program(s) and to secure support for program(s).

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

Prepares and evaluates program budget requests.

Assists management with developing program policies, procedures, standards, and manuals; and planning program activities in accordance with program objective and goals.

Assists management with developing and implementing effective techniques for evaluating agency programs, identifying the need for new programs, and providing guidance to staff in the development and integration of new methods and procedures.

May coordinate and implement risk and compliance activities.

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 coursework 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.