

STATE OF NEBRASKA
CLASS SERIES SPECIFICATION
EST: 07/03; REV: 02/09

CLASS CODES: G09801/2/3
OVERTIME STATUS: E

DHSS ADMINISTRATOR I - G09801
DHSS ADMINISTRATOR II - G09802
DHSS ADMINISTRATOR III - G09803

DESCRIPTION: Under administrative direction, positions in this class are responsible for the administration, direction, and coordination of a major program component or operation within Health and Human Services. Based on administration of a major agency component/program, regularly participates in policy decisions that cross agency programs and services. All positions in this series reflect broad program knowledge, management abilities and achievement through subordinate supervisors/managers.

DISTINGUISHING CHARACTERISTICS: The HHSS Administrator series consists of three levels. Placement of positions within a class series is based on established factors outlined below. The levels are differentiated by increasing scope, impact and program complexity or responsibility, and an overall assessment of various factors, including primary factors such as budget, organizational size and structure, reporting level, political and legal ramifications.

Administrator I level positions typically administer programs reflecting limited staff (less than 50), direct supervision of staff or a limited number of first line supervisors, report to another HHSS Administrator or top level executive, and perform daily monitoring of program activities.

Administrator II level positions typically administer programs of either:

A) administration and direction of a major program or unit (Adult Assistance, Economic Assistance, etc.) involving a staff of at least 150 employees and multiple levels of supervision. Administrator directs responsible program through subordinate managers and supervisors, is less focused on day-to-day program operations monitoring and more focused on broader administration functions of strategic planning, program coordination, and system analysis, or;

B) administration and direction of a major program or unit similar in size to the Administrator I level, but also involving complicating factors of a significant budget (exceeding \$100 million), reporting directly to an agency director, deputy director, or division administrator, recognized exclusive program expertise, significant political/legal ramifications, and significant and complex coordination with other major agency program areas, and extensive participation in agency director policy deliberations.

Administrator III level positions are typically responsible for sole administration of a single major service area program (such as Protection & Safety), reflecting a large staff exceeding 250 FTE, direction of a significant number of subordinate DHSS Administrator positions, and unique political and economic-social factors.

DHHS ADMINISTRATOR SERIES (continued)

EXAMPLES OF WORK:

Directs all activities of a major Health and Human Services program by setting/administering program objectives, policy, priorities, and the securing/allocation of resources to carry out the goals and objectives mandated by law/regulation or established priorities.

Determines or recommends program policy by analyzing all pertinent issues and information, assessing the impact of proposed policy on the provisions of services, and determining the resources necessary to implement such policy.

Confers with program staff, administrators of other programs, client interest groups, and private organizations to discuss agency programs and/or policies, resolve problems, explain proper application of policies, coordinate activities so that goals/objectives are achieved and to facilitate quality service delivery.

Directs and conducts studies and research, reviews findings, and prepares reports and other publications to investigate and assess program and operational trends, issues, and program objectives and accomplishments.

Develops and recommends new or revised policies, procedures, and guidelines to respond to changes in program needs, objectives, priorities, and to improve the effectiveness of service delivery and program administration operations.

Establishes program strategic plans and utilizes a QA/PI program to evaluate organizational performance relative to plan objectives/goals and identifies/structures the direction programs should take to provide necessary product or service.

Directs program operations through subordinate managers and selects subordinate managers and key program employees, represents agency management in dealing with employee relations issues such as grievances, complaints, and other matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of: the organizational structure, functions, policies, and standards of the agency, the goals, objectives, and mission of the agency, federal and state laws and regulations relevant to the directed program, QA/PI principles and programs, planning methodologies, and agency resource allocation process.

Ability to: perform high level analysis, including predicting, inferring, envisioning and conceiving; to plan for future events affecting program/agency, use executive discretion in deciding tactics or strategies at the highest levels of Health and Human Services; to manage and direct a large group of employees through intermediary supervisory/managerial levels; to apply principles of logic or synthesis functions involving planning and direction of interrelated activities in multiple departments, to identify and integrate both concrete and abstract variables formulate approaches to major problems; to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the agency, and to utilize QA/PI principles to analyze and improve service delivery.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of: business and management principles pertinent to strategic planning, resource allocation, human resources, leadership techniques, and coordination of people and resources; principles of supervision and staff development; principles of individual and group behavior and dynamics; and budget administration practices.

Ability to: effectively communicate orally and in writing with a wide variety of individuals; identify and relate pertinent pieces of information to form conclusions; to establish program objectives or performance goals and to assess progress toward their achievement, to analyze organizational and operational problems and develop timely and economical solutions, to create a work environment reflecting employee ownership; to formulate policies to meet identified needs, goals, or objectives; and respond to changes in direction, priorities, and agency values.

JOB PREPARATION GUIDELINES:

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. Specific requirements will vary by position and relate to the position's responsible duties. A general qualification guideline for positions in this class is a Bachelor's Degree in a field appropriate to the responsible area (i.e. public administration, social work, human development, finance, human resources or other related field) plus a minimum of four (4) years of progressively responsible program specialist, supervisor or manager experience pertinent to the position to be filled.