

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY PROGRAMS SPECIALIST

EST: 06/13 - REV: 00/00
CLASS CODE: K/V57300

DESCRIPTION: Under limited supervision; performs, coordinates, and represents program administration activities that examine current conditions and needs regarding transportation projects and associated local situations and apply specific program mandates and criteria; provides assistance to agency staff and external parties and organizations pertinent to program functions assigned; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single-level, full performance job classification where positions support and facilitate the administration of specific Nebraska Department of Roads (NDOR) program functions and local projects. The kind and level of work assigned, authority and responsibility delegated, and qualifications needed focus on assessing agency administration of programmatic operations in relation to program mandates and on providing non-engineering program guidance to agency management and consultation to representatives of other agencies or firms. The work, though ensuring effective program administration and/or compliance, will vary for each position assigned to this class.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Confers with NDOR staff and program representatives and recipients such as contractors, consultants, suppliers, vendors, universities, colleges, planning agencies, cities, and counties to provide technical assistance and information regarding program/project operations and activities, and to explain and interpret laws, regulations, and mandates related to these activities.

Receives and reviews plans, reports, applications, requests, forms, and other documents submitted by NDOR staff, funding recipients, applicants for participation in NDOR programs and services, and in other activities; receives, files, and maintains electronic and physical records; evaluates or assists in evaluating program plans, manuals, documents, and related information, such as Civil Rights Title VI, ADA transition plans, Public Involvement Plans, Limited English Proficiency Plans, to determine compliance with applicable laws, regulations, and requirements.

Conducts or assists in conducting compliance reviews of NDOR and recipient activities to ensure conformance to applicable laws, regulations, and program mandates; compares these activities, and associated plans, reports, records, and attainments with program requirements and goals; prepares or assists in preparing compliance and administrative reports; and makes recommendations regarding program plans, programs, and reports.

Prepares or oversees preparation of program plans, reports, publications, program documents, correspondence, and public hearings or other presentations, to develop, communicate, publicize, and/or foster interest in program services or project activities.

Identifies and contacts representatives of organizations associated with specific public interest activities and/or protected class individuals or contractors, or recipients of federal funds, to solicit involvement and participation in NDOR programs by the general public, Disabled Business Enterprises, and public interest groups; publicizes associated agency commitments and programs; refers individuals and organizations to appropriate agency staff, organizations, companies, or other resources.

Investigates or assists in the investigation of discrimination complaints; explains complaint processes to the parties involved; examines documents and confers with parties pertinent to these complaints; prepares investigative notes and administrative reports; and maintains complaint and investigation records and reports to Federal agencies.

Develops and conducts specialized program training pertinent to the program functions assigned; provides informal training to agency staff, funding recipients, or other participants as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles, techniques, and goals of public and group communication and information dissemination; the principles and practices of planning, organizing, administering, and monitoring program activities; training and educational methods; the laws, regulations, rules, policies, and other directives governing agency and federal programs and operations such ADA programs from the Department of Justice and establishing accommodations upon public request; general social or economic conditions of Nebraska.

Skill in: interacting with program representatives, agency staff, and public officials with different viewpoints and interests; providing information and listening to groups and individuals with varying backgrounds and needs by using different approaches.

Ability to: communicate with others in person, and by correspondence and electronic means to explain program and operational requirements and courses of action; examine local conditions and federal requirements pertinent to agency program and project plans and policies; compile and summarize data, identify and interpret vital elements, and prepare reports and recommendations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two year post high school degree or equivalent coursework/training in public administration, business administration, regional or community planning, social sciences, education, or human rights, and one year of experience in planning, evaluating, administering, or coordinating transportation related programs, operations, or activities. Additional years of experience in comparable fields of work listed may substitute for the required education on a year-for-year basis.

SPECIAL NOTES:

Specific positions may require extensive state-wide travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).