

**DESCRIPTION:** Under limited supervision, performs professional level research, review, advisory, and/or administrative work in developing, implementing, and evaluating state, regional, and/or local service needs, goals, programs, and delivery systems in such specialty areas as mental health, intellectual or other developmental disability, alcoholism, drug abuse, visual impairment, and veterans care, and may supervise other program or support staff as needed; performs related work as assigned.

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

Researches and evaluates policy issues, alternative program goals, and service delivery options to advise senior departmental officials of the choices and consequences that exist.

Develops and guides implementation of planning/programming requirements and procedures and of action step components of a state service plan to ensure proper implementation of program goals and policies.

Confers and consults with local/regional program staff, federal officials, service providers, educators, and others to provide continuity and liaison between agencies during program development and administration.

Assesses state, regional, and local service delivery needs and cost/effectiveness of programs to identify priorities and make recommendations for improvements in performance and on allocation of program resources.

Exchanges and discusses information with program/institutional representatives about program development and administration to foster inter/intra-agency coordination and cooperation and answer inquiries.

Designs and implements operational monitoring systems/information collection methods to compile data pertinent to program analysis and service evaluation activities

Inspects service operations on-site and analyzes survey data, reports, and records from state, regional, and local agencies to ensure effective and consistent implementation of services and program directives.

Reviews grant proposals and service contracts for state/federal funding to aid service agencies and educational facilities in obtaining funds and to ensure such requests meet eligibility criteria.

Coordinates and administers the certification and/or training functions conducted by the Department to ensure proper application and oversight of the occupational practices and staff development activities.

Coordinates and oversees advisory committees, project teams, and program conferences to aid in organizing and guiding a particular administrative function, research studies, and interagency meetings.

Provides education to and trains staff in agency goals, policies, and plans to facilitate the implementation and administration of programs and service systems.

C73610 – DPI PROGRAM SPECIALIST (continued)

Writes and presents/submits program and administrative reports, information summaries, and position papers to senior departmental officials to document program activities/research findings and propose recommendations.

Plans and supervises the work of other co-workers, assigned as needed, to facilitate the completion of studies and evaluations and the administration of a program.

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

Knowledge of: research designs and statistical analysis procedures; the principles and techniques of planning, monitoring, and evaluating human service programs and service delivery systems; quality assurance mechanisms; current theory and research pertinent to the service specialty areas of the Department; national accreditation standards and federal programs and regulations pertinent to the service specialty areas of the Department; funding sources pertinent to Departmental service specialties; the principles and techniques of adult learning.

Skill in: listening to and understanding others; communicating to convey information; interpreting and/or clarifying policies for individuals or groups with varying technical backgrounds; public speaking; conducting formal presentations.

Ability to: learn, interpret and apply State statutes and regulations and court cases relevant to the delivery of services at state, regional and local levels; learn and understand the functional, legal and financial relationships of state, regional and local programs and facilities; learn, apply and uphold Departmental policies and procedures; interact with program representatives, agency staff, and the public representing a wide variety of viewpoints and fields of endeavor; compile and organize data and recommendations into technical/programmatic reports and state service plans; identify the vital elements of and evaluate solutions to a program issue or operational problem.

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

Bachelor's degree in social/behavioral sciences, health care/human services, administration or a related area or three to five years experience providing direct client services or experience in public mental health programming; AND professional experience in a human/social service or health care agency or program with responsibility for planning or evaluating service systems, programs, or operational policies and practices.

**SPECIAL NOTES:**

For positions located in the Department of Health and Human Services, specific qualifications may be established to attract individuals with backgrounds in a particular service specialty area or program function.

Some positions in this class may require an applicant to possess a current professional license/degree/certificate within a professional field of health care prior to appointment to the class.

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).