

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>PROGRAM SPECIALIST I PROGRAM SPECIALIST II</b>	<b>CLASS CODE: 0163 CLASS CODE: 0164</b>
<b>DEPARTMENT:</b>	<b>VARIOUS</b>	<b>FLSA STATUS: N</b>
<b>REPORTS TO:</b>	<b>VARIOUS</b>	<b>DATE: 08/05 REVISED 5/08</b>
<b>CIVIL SERVICE:</b>	<b>YES</b>	<b>BARGAINING UNIT: SEIU</b>

**JOB SUMMARY:**

Under general supervision, is responsible for researching, analyzing, and developing recommendations related to a variety of programs, coordinating the development and implementation of program or operational changes; monitoring program contracts, grants, progress, budget, and regulation compliance; acting as the technical program expert; and performing other program related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Program Specialist class series differs from the Department Analyst class series in that Program Specialists are assigned to positions directly related to specific program operations and/or management. Positions allocated to the Department Analyst class series perform general analytical support in the areas of administration, human resources, staff development, and fiscal support. The work assigned to the Department Analyst class series is in support of the department while the work of the Program Specialist positions is in support of departmental specific programs.

The Program Specialist I class is the entry into the professional Program Specialist series and is designed to provide on-the-job training for persons with only minimal general program experience coupled with education. Employees at this level perform increasing responsible program work under close supervision and within established policy and procedure guidelines. As skills increase, less supervision is required. Positions in this class are normally flexibly staffed to the next level in the series, Program Specialist II, after one year of satisfactory performance; however, positions that are limited to programmatic duties of a more routine, repetitive nature will be permanently allocated at level I.

Program Specialist II is the journey-level class in the professional Program Specialist series. Incumbents work under general supervision and are expected to perform the entire range of program specialist duties requiring complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of Program Specialist I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. Positions in this class are typically flexibly staffed from the lower-level class of Program Specialist I, or, when filled from the outside, require prior professional program administrative experience. Appointment to the higher level requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. This position differs from the Senior Program Specialist by the latter's most complex and difficult assignments and lead worker duties.

**SUPERVISION EXERCISED:**

At the Program Specialist I level, no supervision is exercised. Incumbents working at the Program Specialist II level may have responsibility for training and technical oversight of the work of Program Specialist I and/or clerical staff.

**EXAMPLES OF DUTIES:** *Duties may include, but are not limited to, the following:*

- Develop, implement, and maintain a program; identify program needs; draft and monitor program goals; ensure proper allocation of resources; and conduct training sessions.
- Analyze new and revised legislation, which govern program area in order to determine impact upon operations.
- Evaluate existing operations and procedures within an assigned program area.
- Conduct studies to collect data and make recommendations for procedural or organizational changes; plan and implement program changes with required resources.
- Develop and review departmental policies and procedures to ensure compliance with State and federal legislation, regulations, and directives.
- Prepare and monitor the program budget and work plans including reviewing project budgets, billing statements, and authorizing payments.
- Track progress of clients and performs follow up visits; ensure and maintain the confidentiality of health information on clients; audit records to ensure program compliance with quality of care; maintain ongoing support and contact with clients.

- Research, apply for, and manage grants and grant funding sources; prepare and manage program related contracts and MOUs.
- Compose, organize, and revise program reports, policies, and procedure manuals; plan and coordinate the development of new and revised programs, contracts, and interagency agreements with department staff, other County departments, and community agencies.
- Act as technical expert and resource person to staff regarding program policies and procedures; facilitates group process, mediation, and negotiation functions.
- Research, analyze, and prepare recommendations regarding special projects.
- Act as department liaison with various agencies and departments on issues concerning the program(s); may serve as departmental representative on various committees and at meetings.
- Attend meetings with various community and volunteer groups; coordinate and schedule presentations; advertise program services.
- Participates in staff and professional meetings to discuss progress and conduct program planning.
- Prepare and submit various mandated financial, operational, and statistical reports.
- Perform related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment                      Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Depending upon area of assignment, may require experience and education in a specific field or area such as: Mental Health, Public Health, etc.**

**Program Specialist I**

One year of experience performing technical or paraprofessional level duties in support of a program, management, personnel, fiscal, or staff development work including the independent development of reports and recommendations; AND, completion of 60 semester college units (an additional year of qualifying experience may substitute for the required education) or; a bachelor's degree from an accredited college or university with a degree in public or business administration, or related field.

**Program Specialist II**

One year of experience performing professional program work performing duties similar to those performed as a Program Specialist I, AND a bachelor's degree from an accredited college or university with a degree in public or business administration, or related field.

Note: An additional two years of qualifying experience may substitute for the required education.

**Licenses and Certifications:**

Valid State Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Functions, principles, and operation of public administration programs.
- Applicable state, federal, and local ordinances, laws, rules and regulations and legislative issues; with particular emphasis on compliance requirements and funding allocations.
- Available sources of public assistance program laws, legislation, rules, and regulations.
- Principles of planning, organization, research, and analysis.
- Interviewing techniques
- Grant writing and application processes.
- Community resources and health education techniques.
- Setting and obtaining program goals.
- Principles of training and development.

**Skill in and Ability to:**

- Analyze, evaluate and diagnose situations and adopt effective courses of action.
- Interpret new and revised regulations and project probable impacts to the program.
- Develop, revise, and implement departmental operating policies and procedures.
- Define organizational, procedural, and resource allocation problems.
- Collect, organize, and evaluate pertinent data, define and validate conclusions, identify alternative solutions, and project consequences of decisions and recommendations.
- Prepare clear, concise, and complete reports, correspondence, directives, and manuals.
- Speak effectively in groups and in individual situations.
- Establish and maintain effective line of communication and working relationships at all organizational levels.
- Using tact, discretion, initiative and judgment within established guidelines.
- Give and follow oral and written instructions.
- Work under conditions of changing priorities and tight time schedules.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move items weighing up to 20 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.