

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SENIOR PROGRAM SPECIALIST	CLASS CODE: 0165
DEPARTMENT:	VARIOUS	FLSA STATUS: N
REPORTS TO:	VARIOUS	DATE: 08/05 REVISED 5/08
CIVIL SERVICE:	YES	BARGAINING UNIT: SEIU

JOB SUMMARY:

Under general supervision, performs a variety of responsible, complex, professional responsibilities related to a variety of programs; develops, implements, and maintains various programs, including identifying needs; developing programs; making presentations; acting as the technical program expert; providing customer service to client participants of the program; and performing other complex program related work.

DISTINGUISHING CHARACTERISTICS:

The Senior Program Specialist class is the advanced journey and/or lead worker level within the professional Program Specialist series. Incumbents working at the senior level receive assignments that require a thorough knowledge of complex and changing laws and programmatic regulations affecting the operations of assigned departments, a great amount of technical input on complex issues is provided by the Senior Program Specialist. Positions are allocated to this class based on the complexity of the assignment. Senior Program Specialist incumbents perform work at the highest level requiring the ability to work with a high degree of independence. This class is distinguished from the lower level class of Program Specialist I/II in that incumbents in the latter class are not given the highly specialized assignments consisting of complex responsibilities nor are they assigned lead work responsibilities.

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.

SUPERIVSION EXERCISED:

This exercises no supervision. This class may train and have oversight of work performed by Program Specialists I/II and other staff who are directly performing work in support of the program.

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

- Oversee the development, implementation, and maintenance of a program; identify program needs; draft and monitor program goals; ensures 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.
- Oversee and/or 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.
- Prepares and monitors the program budget and work plans, including reviewing project budgets, reviewing billing statements, and authorizing payments.
- Tracks progress of clients and performs follow up visits; ensures and maintains the confidentiality of health information on clients; audits records to ensure program compliance with quality of care; maintains 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:

One year of experience comparable to that of a Program Specialist II or; a bachelor's degree from an accredited college or university with a degree in public or business administration or a closely related field **AND** two years of progressively responsible experience comparable to that of a Program Specialist I.

Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education. A Master's or doctoral degree in Public or Business Administration, or field related to area of assignment, may be substituted for up to two years of the required experience.

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:

- Analyzing, evaluating and diagnosing situations and adopt effective courses of action.
- Interpreting new and revised regulations and projecting probable impacts to the program.
- Developing, revising, and implementing departmental operating policies and procedures.
- Defining organizational, procedural, and resource allocation problems.
- Collecting, organizing, and evaluating pertinent data, defining and validate conclusions, identify alternative solutions, and projecting consequences of decisions and recommendations.
- Preparing clear, concise, and complete reports, correspondence, directives, and manuals. Using tact, discretion, initiative and judgment within established guidelines.
- Speak effectively in groups and in individual situations.
- Establish and maintain effective line of communication and working relationships at all organizational levels.
- 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, but may be loud at times and at some locations.

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.