

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV38317
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	01	Grade:	21
Workers Comp Code:	8835		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Habilitation Services Series

JOB CODE TITLE: HABILITATION PROGRAM SERVICES MANAGER I

HRIS TITLE: HAB PRG SVCS MGR I

CHARACTERISTICS OF THE CLASS: With minimal supervision, works under district or central office administration direction. Has the authority to develop long and short range goals; to develop, negotiate, implement and monitor contracts with vendors and consultants; develop grant proposals; write amendments for contracts; to develop and modify services, and manage budget allocations. Manages a district-wide program through a specialist staff engaged in program and policy development, delivery of program services and technical support functions for a geographic locale; drafts, develops and monitors the budget and contracts. Work product consists of functioning program services delivered, evaluated, affected; staff trained in programmatic issues; intergovernmental service agreements, contracts and grants implemented; draft budget and justification submitted. Responsible for the development, approval and implementation of strategies, goals, objectives and policies pertaining to the district program; for planning and problem-solving of program operations and the distribution of resources.

EXAMPLES OF DUTIES: Implements and tracks area objectives, monitors compliance with all grants, contracts, regulations, licensure/certification and accreditation council for mental retardation developmentally disability standards. Writes detailed plan or proposal for action or program activity based on own research or organization of information, and own evaluations and determinations. Gathers data, compiles and evaluates information and carries out special studies; writes reports under direction of administrator or agency head. Establishes and maintains work standards, procedures, methods and rules for the work unit, or district program services. Resolves problems and questions presented by subordinate staff regarding programmatic work processes, policies or methods. Composes correspondence or narratives dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority.

Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives, studies materials, confers with others involved; constructs assigned aspects and formulation of final product. Assists in the development of the annual budget request for the work unit; makes adjustments and decisions. Reads and studies State/Federal regulations, program guidelines and related documents to gain knowledge and understanding of programs managed. Attends meetings and participates in activities of committees, task forces, ad hoc work or advisory groups, relating to program goals and objectives. Lectures to various public groups regarding agency programs and activities. Performs related work as required.

WORK CONDITIONS: May be called upon to respond to a situation outside of scheduled hours.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws, regulations, policies and philosophy applicable to programs; the standards established by the Accreditation Council for the Mentally Retarded/Developmentally Disabled (MR/DD); the principles and techniques of training and employee development; generic services available

in the community and alternate funding sources; budget development methods and fiscal monitoring; techniques and methods for researching and writing grant proposals; techniques and methods for developing contracts; principles and practices of organizational management, communication chains and supervisory principles.

Skill/Ability to: plan, organize and manage a program service with a diversified staff of specialists; conduct research; evaluate programs; make decisions; analyze programmatic and statistical data; think creatively; apply the principles and techniques of effective group dynamics; author public information; communicate verbally and in writing.