

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38318</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>22</b>
<b>Workers Comp Code:</b>	<b>8835</b>		

<b>Job Code Established:</b>	<b>01/03/87</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Habilitation Services Series

**JOB CODE TITLE:** HABILITATION PROGRAM SERVICES MANAGER II

**HRIS TITLE:** HAB PRG SVCS MGR II

**WORK DESCRIPTION:** Directs, through managers and supervisors, staff engaged in a major habilitation program service. This includes designing, developing, implementing and evaluating community services, responding to residential, respite-sitter services, foster care, in-home training and guardianship, child/adult services.

**WORK ACTIVITIES:** Develops goals, objectives and general activity guidelines for the work system within a framework of general policies, goals and mandates set forth in law or policy. Directs, instructs, guides and counsels subordinate supervisory, management, or other personnel functioning in the significant developmental disability program. Participates in the development of the annual budget request for overall program, and takes responsibility for budget; reviews drafts, makes adjustments and decisions. Examines and evaluates contracts for purchase of services and materials; examines records and documents; confers and makes recommendations to superior. Reads, examines, reviews reports prepared by staff; makes corrections, adjustments, raises questions, routes back to writer or approves for routing to destination. Resolves problems and questions presented by subordinate management. Attends meetings and participates in activities of committees, task forces, ad hoc work or advisory groups, relating to the program goals and objectives. Composes correspondence that calls for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information. Advises, instructs and explains technical matters to staff of projects and operations. 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.

**SUPERVISION:** Works under a District Program Manager.

**WORK RESULTS/PRODUCTS:** Functioning work units; revised/improved operational procedures; programmatic training for field and vendor staff; accreditation standards maintained; justifiable draft budget submitted; short/long range plans and feasibility studies developed.

**RESPONSIBILITY:** For the development and implementation of agency policies, procedures and directives; intake of clients, licensing and relicensing of foster home care and procurement of services; effectiveness of work system.

**AUTHORITY:** To make middle management decisions concerning the respective program and the promulgation of pertinent regulations; implementation of management team decisions.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Federal and State laws, regulations and policies relating to developmentally disabled persons; contemporary concepts and practices in assigned program services; standards established by the Accreditation Council for Mentally Retarded/Developmentally Disabled (MR/DD); the State legislative process; budget development; grant writing methods; principles and practices of work leadership and management of a professional staff.

**Skill/Ability to:** apply the principles and practices of work leadership and management of a professional staff; analyze and evaluate programmatic and funding data; develop policy; write grants; deliver public speeches; establish and maintain work relationships with representatives of other governmental jurisdictions, community agencies and citizen advocacy groups.