

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV72221
Job Class Code:	580	Salary Schedule:	ASRRCMNTY
EEO Category:	02	Grade:	19
Workers Comp Code:	9410		

Job Code Established:	09/28/92	Effective Date:	9/28/92
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Health and Hospital Administration and Planning Series

JOB CODE TITLE: HEALTH SERVICES COMMUNITY PROGRAM REPRESENTATIVE I

HRIS TITLE: HLTH SVCS CMTY PRG REP I

CHARACTERISTICS OF THE CLASS: Has the authority to make decisions on contract approvals, on plans and budgets, expenditures and quality of ongoing programs. Reviews proposals for funding from community mental health facilities; approves for funding; negotiates contracts; monitors performance of contractors; reviews subcontracts; writes reports. Work product consists of contracts and funding awarded; completed monitoring and evaluation of ongoing programs; reports and documentation. Responsible for quality and effectiveness of decisions on contract awards and of evaluations of ongoing programs.

EXAMPLES OF DUTIES: Writes requests for proposals to be sent to agencies applying for state or federal funding or contracts. Prepares contracts for provision of health services, based on proposals submitted for state and federal funding; negotiates and approves final version. Compiles data, develops and composes a variety of reports on agency activities, functions, trends, conditions or volume of specific occurrences, as mandated or determined by state or federal requirements. Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment, and negotiation authority, replying to inquiries, presenting or requesting information. Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination. Gathers data from manuals, statutes, rule books, codes and regulations in order to make determinations and decision. Reads funding or grant proposals prepared by others; makes critical observations and recommendations for improvement.

Reads correspondence from consumers or clients complaining or reporting incidents possibly warranting investigation; makes notes; determines subsequent action. Consults and gathers data from manuals or compendia of standards of specification for utilization in project planning or operation. Confers with superior, who is at level of Division Manager or Field Office Manager, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or unit policy problems, planning actions and making decisions. Develops budgets for projects; analyzes costs, variables, timetables, personnel and material costs; makes determinations. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Periodically checks level of expenditures from project budget in accordance with established procedures. Attends meetings of community organizations; gives and receives information, provides advice. Composes detailed investigative or inspection reports. Performs related work as required.

WORK CONDITIONS: Considerable travel to various locations within a specified area of the State.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Laws, rules, regulations and standards governing use of State and Federal funds in contracts to community mental health facilities; standards of health service delivery to patients in community health facilities under contract; policies, procedures and practices in proposal review and

contract award for funding of community mental health facilities; currently accepted concepts, theories and practices in diagnosis and treatment of mental illness in the community.

Skill/Ability to: analysis and evaluation of program quality and effectiveness on the basis of available evidence; interpersonal relations as applied to interaction with providers and facility staff, State and Federal officials; oral and written communications; analysis and evaluation of contract and funding proposals.

Experience and Education: Typical ways to obtain the KSAs would be:

- For years of professional level administrative or clinical experience in a human services program appropriate to the assignment.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.