

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV73114</b>
<b>Job Class Code:</b>	<b>010</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>08/24/76</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Administrative Management Series

**JOB CODE TITLE:** PROGRAMS PROJECTS SPECIALIST I

**HRIS TITLE:** PROGS PROJ SPECT 1

**CHARACTERISTICS OF THE CLASS:** Under direction, is responsible for work of considerable difficulty in the interpretation and manualizing of program regulations, the design of program operating procedures, the monitoring and evaluation of program progress and related activities; and performs related work as required.

The Programs and Projects Specialist I is distinguished from the II which serves in a higher level consultative capacity and has direct responsibility for the full range of activities which include program planning and feasibility studies, design, development and implementation, and program monitoring and evaluation. (A program under this definition is one having considerable scope, complexity, monetary and public impact.) The Programs and Projects Specialist I may serve as the principal resource assigned to programs of lesser complexity and scope or may participate with other staff resources on larger assignments, each having responsibility for a portion or segment of the overall program.

**EXAMPLES OF DUTIES:** Reviews and analyzes regulations and laws applicable to the program assignment; interfaces with state and federal governing bodies to assure proper interpretation of regulations; develops procedures and methods for local implementation of programs and services; recommends program standards, goals and policies; analyzes existing management and operating procedures and develops methods for improvement of program operations as required; conducts research and compiles statistics concerning program feasibility and needs; prepares operating procedures in manual form for use by field personnel and others; provides technical assistance or program guidance; participates in field training relative to program regulations and procedures; prepares analyses and reports; develops forms for use in the program; assists operating officials in program evaluation and the development of program controls; may supervise a small staff component.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** applicable program regulations, objectives, standards and procedures; management and procedures analysis techniques and principles.

**Ability to:** develop procedures, analyze problems and design effective plans for program improvement.

**Skill in:** oral and written communication.