

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73184
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	01	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	09/20/79	Effective Date:	
Job Code Revised:	01/02/86	Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: ECONOMIC SECURITY DISTRICT ROGRAM MANAGER I

HRIS TITLE: ECON SECRTY DIST PRG MGR I

CHARACTERISTICS OF THE CLASS: Under general direction, is responsible for work of considerable difficulty in planning, organizing and directing a district-wide program covering one of the department's major programs; works with the appropriate program administrator and the appropriate program managers from the other districts to implement statewide and district-wide program goals, policies and procedures; and performs related work as required.

The Economic Security District Program Manager I is responsible for managing all program activities for one of the major programs in a district having several local offices with significant public usage or one of the major programs in a metropolitan district whose fiscal resource commitment and public usage are not comparable to those allocated at the Economic Security District Program Manager II level. The major programs are: Children, Youth and Family; Family Assistance; Employment and Training; Unemployment Insurance; and Vocational Rehabilitation. The Economic Security District Program Manager I is distinguished from the Economic Security district Program Manager II by the fiscal resources and the public usage of offices and services.

EXAMPLES OF DUTIES: Through subordinate supervisors, manages one of the department's major district-wide programs, including the distribution of program resources; insures that all policies and procedures are fully implemented and that federal, state and district performance goals are met; coordinates delivery of program services by Department of Economic Security staff and service contractors; provides technical assistance and staff training; develops and analyzes reports, works with Program Administration staff to conduct studies of program efficiency and effectiveness and makes changes as needed; participates with other governmental and private agencies to interpret and coordinate service programs; makes staff assignments and evaluates performance; works with the district managers to integrate program services into the department's total district program.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: federal and state laws and regulations governing the appropriate service program; departmental policies.

Skill/Ability to: direct the activities of a professional and para-professional staff engaged in delivering program services; establish and maintain effective working relationships with staff, state and federal officials, and members of the public.