

## CLASSIFICATION SPECIFICATION

|                           |             |                         |                 |
|---------------------------|-------------|-------------------------|-----------------|
| <b>FLSA:</b>              | <b>EXP</b>  | <b>Job Code:</b>        | <b>ACV73185</b> |
| <b>Job Class Code:</b>    | <b>010</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>9410</b> |                         |                 |

|                              |                 |                        |  |
|------------------------------|-----------------|------------------------|--|
| <b>Job Code Established:</b> | <b>09/20/76</b> | <b>Effective Date:</b> |  |
| <b>Job Code Revised:</b>     | <b>01/02/86</b> | <b>Effective Date:</b> |  |

**JOB CODE SERIES:** Administrative Management Series

**JOB CODE TITLE:** ECONOMIC SECURITY DISTRICT PROGRAM MANAGER II

**HRIS TITLE:** ECON SECRTY DIST PRG MGR II

**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 in a major metropolitan district; 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 II is responsible for managing all program activities for one of the major programs in a metropolitan district having several local offices with extensive fiscal resources and extensive public usage. 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.

**Ability to:** analyze and develop effective management plans; 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.