

**STATE OF ARIZONA JOB CODE SPECIFICATION**

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV78781</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>21</b>
<b>Workers Comp Code:</b>	<b>8832</b>		

<b>Job Code Established:</b>	<b>07/23/76</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Social Work Series

**JOB CODE TITLE:** SOCIAL SERVICE ADMINISTRATOR II

**HRIS TITLE:** SOCIAL SVC ADMR II

**CHARACTERISTICS OF THE CLASS:** Under general direction, is responsible for work of considerable difficulty in planning, organizing and directing the activities of a major section of the Social Service Bureau of the Department of Economic Security; or directs the Bureau of Aging of the Department of Economic Security; and performs related work as required.

**EXAMPLES OF DUTIES:** Plans, organizes and directs the activities of a major section of the Social Service Bureau or the Bureau of Aging; may direct the development and implementation of a wide variety of social service programs statewide or may direct the monitoring and evaluation of such programs; identifies areas of strength and weakness and needed program revisions and staff training; directs services with other governmental and private organizations; plans and directs the development of policy manuals and training materials for social service field staff; may act for the Bureau Chief when assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** State and Federal laws and regulations governing social service programs; applicable departmental policies and procedures; the principles of public administration.

**Skill/Ability to:** direct the activities of a professional staff involved in the administration of statewide social service programs; establish and maintain work relationships with staff, State and Federal officials and members of the public.