

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV80001
Job Class Code:	770	Salary Schedule:	ASRRHMSVC
EEO Category:	02	Grade:	20 A
Workers Comp Code:	8832		

Job Code Established:	05/13/84	Effective Date:	
Job Code Revised:	01/01/00	Effective Date:	

JOB CODE SERIES: Human Services Administrative Support Series

JOB CODE TITLE: HUMAN SERVICE PROGRAM DEVELOPMENT SPECIALIST

HRIS TITLE: HUM/S PRG DVMT SPCT

CHARACTERISTICS OF THE CLASS: Works under general supervision, exercising discretion and some independent judgment within policies and procedures established by the work system. Has the authority to write proposed policy, procedures, in-service staff training materials; interpret policies; signature required for some forms utilized in work system; may authorize expenditure payment pertinent to program area. Writes plans, policies and procedures for assigned program area(s); reads legislation, funding program regulations and analyzes for impact; provides advice, consultation or training to direct service staff in area of specialization; writes reports, memoranda, correspondence; monitors program implementation by field staff; performs special research studies. Work product consists of proposed policies and procedures; field staff knowledgeable of and trained in program area; oral and written policy interpretations; written reports, memoranda and correspondence. Responsible for the timeliness and quality of work products.

EXAMPLES OF DUTIES: Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior and by laws and regulations. Confers with, and advises, staff members of own agency or work system, applying knowledge and skills of own technical specialty. Reads and interprets state, federal, and local codes, laws, and regulations in order to prepare reports or utilize in work activities. Writes detailed plan or proposal for action or program activity based on own research or organization of information and own evaluations and determinations. Writes hand book or manual of standards or policies for a program; makes changes in sections periodically in order to maintain currency. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Writes detailed reports based on research, analysis, and evaluation of data pertaining to specific projects, conditions, or proposals under study involving application of expert or highly specialized knowledge and recommendations for action to be taken or resolution of problems. Confers with personnel of other agencies in order to plan and carry out joint actions or activities to achieve work system objectives. Conducts and participates in in-service training and staff development programs for regularly employed staff. Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups. Edits written material from primary sources for inclusion in policy and procedures materials. Composes instructions for effecting changes in work system policies and procedures. Attends meetings and participates in activities of committees, task forces or ad hoc work or advisory groups closely relating to the work system, its goals and objectives. Compiles information for and writes periodic reports on own work activities. Confers with agency officials, staff members, and outside agency representatives in order to assign priorities for planning of future activities. Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail; may require statewide travel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal and State laws, statutes, regulations and rules governing assigned program area; contemporary concepts and practices utilized in assigned program area; needs and responses of program clientele; service delivery practices as utilized by the work system; policies and procedures established for the work system.

Skill/Ability to: communicate verbally and in writing; interpret, evaluate and analyze statistical and programmatic data; establish and maintain work relationships with legislative staff, community representatives and contracted service providers.