



PROGRAM REVIEW ADMINISTRATOR I

Characteristics of Work

This work involves the responsibility for supervision, administration, and analysis of field investigations of various programs. Investigations are analyzed in relation to clarity, thoroughness and accuracy. Work is regularly reviewed on the basis of a random sampling of the field investigations as a test for accuracy, correctness of procedures and policy application, and is performed under the general supervision of an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Maintains control over program assignments and program records.

Establishes priorities for completion of assigned tasks.

Develops work plans for the unit.

Assists in the review of programs and provides feedback to staff and subgrantees for corrective action.

Analyzes findings and conveys decision to supervisors.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Oversees all program assignments and ensures proper procedures are followed.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university,

AND

Experience:

One (1) year of experience in work related to the above described duties.

Substitution Statement

Above the level of completion of two (2) years of college (60 semester hours), related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.