



## DHS-PROGRAM SPECIALIST

### **CHARACTERISTICS OF WORK:**

This is professional work involving continuous program development in programmatic and support divisions. The primary responsibilities of the position include the interpretation of program policies and the evaluation of procedures utilized in administering the programs. Direct supervision is received from an administrative superior.

### **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.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

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

**AND**

#### **Experience:**

Two (2) years of related experience.

**OR**

#### **Education:**

Sixty (60) semester hours from an accredited two-year or four-year college or university;

**AND**

#### **Experience:**

Four (4) years of related experience.

### **Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

**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 may be 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.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the 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 sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; stand; reach with hands and arms; and stoop, kneel, crouch, or bend.

**COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

**PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing or verbally.

Communicates with individuals working with or receiving agency services to provide technical and informational assistance and/or training on division programs. Participates effectively in meetings, seminars, and training sessions. May present oral and written information internally or externally using proper grammar, punctuation, and content. May prepare and submit statistical, programmatic, and activity reports. Knowledgeably refers issues to appropriate agency or other personnel.

**Program Administration:** Administers, evaluates, and reviews program processes and issues relative to program compliance.

Provides policy interpretation to state, regional, and county staff to ensure that appropriate actions are taken in programs administered through the agency. Reviews federal and state laws and regulations relative to the program of assignment to determine agency compliance. Monitors the procedures used by staff in administering Department programs. Determines compliance of clients with program rules and regulations through review of applications, reports from field staff, and personal observation.

**Technology Application:** Is proficient with office technology or equipment applicable to position.

Uses computer application/systems to enter program/project data and to create files. Is proficient in using computer hardware and software to complete assign tasks, meet agency goals, and produce required products. Possesses knowledge of applicable software products.

**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. Coordinates and monitors daily program activities and special projects under DHS programs.
2. Communicates with individuals working with or receiving agency services to provide technical and informational assistance and/or training on division programs.
3. Prepares, generates, and composes correspondence, reports, agency forms, and other written materials to support program operations.

**EXAMPLES OF WORK:**

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

Provides policy interpretation to state, regional, and county staff to ensure that appropriate actions are taken in programs administered through the Department of Human Services (DHS).

Reviews federal and state laws and regulations relative to the program of assignment to determine Agency compliance; monitors the procedures used by staff in administering Department programs.

Evaluates the overall effectiveness of programs in meeting client's needs through review of reports, claims, program applications, and case records.

Presents findings of compliance/noncompliance to administrative supervisor and other Agency departments as necessary through written reports.

Reviews and processes program applications and requests for certification.

Monitors delivery of services to clients through personal observation and consultation with staff and clients.

Determines compliance of clients with program rules and regulations through review of applications, reports from field staff, and personal observation.

Prepares and submits statistical, programmatic, and activity reports.

Provides technical support to field staff and state office departments concerning program policies and procedures.

Uses computer application/systems to enter program/project data and to create files.

Performs related or similar duties as required or assigned.

**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.