



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4030

HUMAN SERVICE PROGRAM SPECIALIST

GRADE I

Individuals in positions assigned this classification are responsible for beginning level program administrative duties. Incumbents work under the daily supervision of a higher-level program administrator and assist in a limited number of clearly identified administrative functions involved in specific statewide programs. The work assigned to this classification is carried out under well-defined guidelines and procedures. Individuals in these positions usually do not provide supervision to other staff and are not involved in policy and procedure development, planning, expenditures of funds, etc., except possibly to assist or make recommendations to the higher level supervisor.

EXAMPLES OF WORK:

- Assists in planning, organizing, monitoring, and implementing a specified regional or local program operation as requested; gathers data, reviews records and reports for accuracy.
- Assists in the development of the program's procedures and informs staff and the general public of established program policies and procedures as assigned.
- Reviews records and reports for accuracy and completeness and compiles reports as requested or required regarding the specified program.
- Performs miscellaneous duties as assigned related to the specified program operations.
- Performs other duties as required or assigned.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY

Requires elementary knowledge of individual behavior and methods of working effectively with people and basic principles of supervision and administration. Requires the ability to plan, organize, and direct the work of others. Must be able to communicate clearly and concisely in written and verbal form.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires knowledge, skill, and mental development equivalent to a Bachelor's degree.

Eff. Date: 2/78

Rev. 4/00 – Word processing conversion

Rev. 7/12 – Conversion to Hay System