



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4610

**PROGRAM SPECIALIST
WORKFORCE SAFETY & INSURANCE**

GRADE K

SCOPE OF WORK:

Work involves coordinating a specialized program(s) that typically involves limited supervision of staff and budget authority.

DUTIES PERFORMED:

- Develop and administer assigned program(s).
- Develop and monitor program(s) goals, objectives, policies, and guidelines; provide interpretation or explanation of policies and standards relating to program(s); ensure compliance with related guidelines, rules, laws, and regulations.
- Collaborate with appropriate stakeholders; provide program consultation to stakeholders.
- Prepare, present, and/or disseminate education and informational materials.
- Conduct research; collect and analyze data; provide analysis of data in support of the overall evaluation of program(s).
- Prepare required reports and related administrative documentation of program activities.
- Review and respond to program audits.
- May supervise, train, and assign work to staff.
- May monitor grant programs.
- May prepare, negotiate, and monitor program contracts.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the program responsibility area of the position to be filled and three years of related professional-level work experience. The hiring authority at the time of recruitment will specify the type of degree and work experience pertinent to the position to be filled.

Eff. Date: 09/09

Rev: 07/12 – Conversion to Hay System