



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4612

**PROGRAM ADMINISTRATOR
WORKFORCE SAFETY & INSURANCE**

GRADE O

SCOPE OF WORK:

Work involves directing the Claims, Loss Control, or Return to Work departments which are large and have a significant impact to the agency in terms of budget responsibility, management of staff, and program scope.

DUTIES PERFORMED:

- Plan, direct, and oversee all aspects of programs that have a significant impact to the agency mission; develop and implement new programs and/or make enhancements to existing programs; resolve complex program related issues.
- Develop and monitor program goals, objectives, policies, and guidelines; provide interpretation or explanation of policies and standards relating to department program; ensure compliance with related guidelines, rules, laws, regulations.
- Collaborate with appropriate stakeholders; provide program consultation to stakeholders.
- Provide leadership, supervision, and direction to staff; select and train staff; develop and implement department and individual work standards and performance measures.
- Develop and manage department budget.
- Review and respond to program audits.
- Prepare, negotiate, and monitor program contracts.
- Prepare and provide legislative testimony regarding program(s) as needed.
- Prepare, present, and/or disseminate program education and informational materials.
- Participate in various committees.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in a field related to the program responsibility area of the position to be filled and five years of professional-level work experience in the program area that included supervision of staff and management of budgets. 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