

Job Family Description

Jobs whose primary duties generally involve program administration or program management. Lower-level grades in this family are either performing development, implementation, coordination, and evaluation of a program and higher-level grades are responsible for independent planning, maintenance, supervision, administration, and evaluation of a program.

SC1401	Program Management I	Grade 104
--------	-----------------------------	-----------

Level Definition:

Work at this level involves performing administrative duties related to the development, implementation, coordination, and evaluation of a program. Individuals are responsible for a specific assigned area and perform work under general supervision.

Jobs at this level include:

Emergency Medical Svs Specialist I

Knowledge Skills & Abilities

Ability to communicate effectively verbally and in writing. Ability to interact effectively with others. Skill in collecting, analyzing, and organizing data. Ability to apply general rules to specific problems. Ability to set priorities and complete work assignments accurately. Ability to use tools necessary for assigned work. Ability to apply general rules to specific problems. Ability to develop and conduct basic training.

Minimum Education & Experience

Requires a Bachelor’s degree. Professional work experience in related area such as management, education, public or business administration, operational planning or research may substitute for education requirement on a year-for-year basis. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1402	Program Management II	Grade 105
--------	------------------------------	-----------

Level Definition:

Work at this level involves performing all administrative duties related to the development, implementation, coordination, and evaluation of a program. Individuals are responsible for a specific assigned area and perform work under more independence than the previous level. Many positions require supervision of support staff and support multiple functions. Positions with less variety will be responsible for more complex programs.

Jobs at this level include:

Education Program Admin I-II, Water Resource Education PM, Civil Rights Prog Admin I, Emergency Medical Svs Specialist II, Admin Staff Officer II, Housing Program Admin I, Job Service Program Admin I, Program Specialist - WSI, Transportation Mgmt Officer I, Water Resource Program Admin I, Victim Svs Coordinator (DOCR)

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of program planning and implementation processes. Ability to plan, coordinate, and develop programs. Ability to prepare and maintain records and reports. Ability to work independently. Skill in the use of analytical tools. Ability to analyze and solve semi-complex work-related problems. Ability to evaluate distinct information to form general conclusions. Ability to respond quickly to emergencies. Ability to plan, assign, and or supervise work of others. Ability to interpret and apply regulations, policies, and procedures. Knowledge of applicable federal laws, rules, regulations, and policies needed to perform the job and how to interpret them.

Minimum Education & Experience

Requires a Bachelor’s degree and additional work experience, as dictated by agency, in related area such as management, education, public or business administration, operational planning or research. Some agencies may

allow substitution of High School diploma and additional years of work experience performing high-level duties. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1403	Program Management III	Grade106
--------	-------------------------------	----------

Level Definition:

Individuals in positions at this level are responsible for independent planning, maintenance, supervision, administration, and evaluation of a program. Work is multi-disciplinary, and assignments address moderately complex issues, problems, and/or systems. Work may involve the review and evaluation of existing data and research. Provides technical guidance to others. May supervise others work.

Jobs at this level include:

Arts Prog Admin, Education Prog Admin III, Education Program Coordinator, Asst Director Child Nutrition Prog, Civil Rights Prog Admin II, Admin Staff Officer III, Field Seed PM, Executive Staff Officer, Housing Program Admin II, Mgr Risk Management Comp Program, Historic Education Programs Admin - SHS, Housing Program Admin II, J/S Program Admin II, National Guard Energy Conservation PM, Natural Resource Economist, Outdoor Education Prog Admin, Safety Officer, Agriculture Program Coordinator, Transportation Mgmt Officer II, Water Resource Program Admin II, Deputy Fire Marshall I, Classification & Movement Mgr (DOCR), Women's Facility Contract Admin, Quality Assurance Admin – DJS, Asst Director - Primary/Secondary Education Program

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Extensive skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Extensive ability to devise solutions to administrative or operational problems. Advanced ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others. Ability to analyze and solve work related problems and determine actions to be taken in unusual situations.

Minimum Education & Experience

Requires a Bachelor’s degree and additional work experience, as dictated by agency, in related area such as management, education, public or business administration, operational planning or research. A master’s degree may substitute for one year of experience. Certain jobs may allow substitution of specified years of experience for the education requirement. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. If an agency allows substitution of specified years of experience for an educational requirement, said experience must substantiate that the subject employee has demonstrated equivalent knowledge, skills, and abilities.

SC1404	Program Management IV	Grade 107
--------	------------------------------	-----------

Level Definition:

Work at this level involves management of all aspects of the design, administration, development, implementation, and maintenance of one or more major programs with little or no supervision. Work is multi-disciplinary and regularly involves the review and evaluation of existing data and research. Provides technical guidance to others. May supervise others work.

Jobs at this level:

Job Service Program Admin III, Retirement Program Mgr, Information Technology Program Admin I-II, Program Administrator - WSI, State Parks Planning & Program Mgr, Transit Program Manager, Environmental Sciences Admin I, Deputy Fire Marshall II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of strategic planning processes. Highly skilled in assessing the performance of others and to take corrective actions as necessary. Expert ability to interpret and apply regulations, policies, and procedures. Advanced ability to implement new systems and procedures and evaluate their effectiveness. Expert level skills in understand the implications of new information for current and future problem-solving and decision making. Ability to assist in planning, researching, developing, writing, testifying, and implementing legislation. Highly skilled in planning, forecasting, and evaluating trends. Exceptionally skilled at written and verbal communications.

Minimum Education & Experience

Requires a Bachelor’s degree and additional work experience, as dictated by agency, in related area such as management, education, public or business administration, operational planning, computer science, finance, science, or research. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC1405	Program Management V	Grade 108
--------	-----------------------------	-----------

Level Definition:

Work at this level involves management of all aspects of the design, administration, development, implementation, and maintenance of one or more major programs that required extensive coordination within the department and among federal, state, and local agencies. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work will involve the review and evaluation of existing data and research. Supervises others work.

Jobs at this level include:

Environmental Sciences Admin II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Expert level skill in assessing the performance of the organization and to take corrective actions or direction changes, as necessary. Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, and evaluate policies and procedures. Extensive ability to implement new and ongoing program initiatives.

Minimum Education & Experience

Requires a Bachelor’s degree and additional work experience, as dictated by agency, in related area such as management, education, public or business administration, operational planning, computer science, finance, science, or research. Hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.