

Class Concept

Work in this class involves health or human services program planning and management for a division or branch of a division, or supervising a staff of planners performing a specific function within the division. Work involves coordinating the implementation of planning systems and assisting management in developing division and program-specific planning systems. Position may direct the work of staff who assist managers to identify needs, objectives and strategies for programs in a broad human services area. Work in this class requires the analysis of considerable amount of program-related information from a variety of sources, and integrating this information into cohesive, operational program plans. Position consults with and advises management on planning activities and provides input for development of agency or department planning systems. Requires working with numerous federal and state regulations concerning planning requirements within assigned area and numerous related management policy directives. Frequently researches and recommends new techniques and methods to meet changing legislative requirements or programmatic needs.

Work in this class can be distinguished from the Human Services Planning Supervisor II by the smaller size of the program and/or specific function of the planning system.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the health or human services area addressed by the division's programs
- Considerable knowledge of basic planning principles, theories and practices used in managing health or human service programs
- Considerable knowledge of division objectives
- Considerable knowledge of applicable statutory requirements, and federal and state laws
- Ability to assign work and supervise subordinates in completing complex planning assignments
- Ability to exercise judgment and discretion in interpreting and applying management directives in regard to planning requirements
- Ability to analyze and evaluate data
- Ability to communicate effectively orally and in writing with a variety of stakeholders, including Division management and staff, federal and regional planners, and local program managers
- Ability to work independently and to supervise staff as part of a team
- Proficient skills in the use of Microsoft Office software

Minimum Education and Experience

Master's degree in public health, human services administration, health care administration, business administration, or a human services programmatic field from an appropriately accredited institution, and three years of experience with human services programs, two of which must have been in program planning and/or evaluation; or

Bachelor's degree from an appropriately accredited institution and five years of progressive administrative or consultative experience in a human services program, two of which must have been in program planning and/or evaluation; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.