

Class Concept

Work in this class involves health or human services program planning and management responsibilities for agency-wide or complex programs. Work involves developing, implementing and reviewing operational and long-range planning systems. Work involves directing the development of substantive and procedural frameworks for these systems, directing the implementation of these systems, reviewing systems' documents and operational plans and providing consultation to division management in planning human services programs. Position may direct the work of staff who assist managers to identify needs, objectives and strategies for programs in human services areas. Work in this class requires the analysis of considerable amount of program-related information from a large number of sources, and integrating this information into cohesive, operational program plans and recommendations. Position consults with and advises department or agency management on all aspects of planning activities. Work requires major contribution to the development and implementation of management planning systems. Requires working with a wide range of federal and state regulations concerning program planning activities and numerous related management policy directives. Frequently researches, develops and implements new techniques and methods to meet changing legislative requirements and programmatic needs. Work in this class can be distinguished from the Human Services Planning Supervisor I by the size and complexity of the program and/or planning system.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of related staff support functions including budgeting, data processing and reporting.
- Thorough knowledge of the health or human services areas addressed by the division's programs.
- Thorough knowledge of basic and advanced planning principles, theories and practices used in managing health or human service programs.
- Thorough knowledge of division and/or department objectives.
- Thorough 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 five years of experience with human services programs, three of which must have been in program planning and/or evaluation; or

Bachelor's degree from an appropriately accredited institution and seven years of progressive administrative or consultative experience in a human services program, three 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.