

### Class Concept

This class recognizes responsibility for program management and supervision of programs which are more complex and which interface with other programs at the state and local levels. Work in this class involves planning, directing and evaluating programmatic and related administrative functions, research, design, and implementation of major initiatives of the agency supporting programs on a statewide basis. Employees establish program goals and objectives consistent with Division goals and policies.

Work in this class involves planning, directing and evaluating programmatic and related administrative functions based on assessment of administrative requirements and consideration of legislative mandates. Employees in this class represent the agency in their assigned area in developing and maintaining effective working relationships with other state agencies, service providers, stakeholder groups, legislative committees, and various advisory councils. Employees supervise the development, interpretation and implementation of program standards, goals and objectives, provide input to agency management on policy and service delivery issues, and insure that operations are consistent with the Division's overall mission. Employees provide consultation and supervision to subordinate management staff in the compilation of programmatic data required for the identification of long-range planning objectives and goals, review input of subordinate staff in budget matters and evaluate budgetary needs of the program or specialized service area. Employees set priorities and deadlines addressing service delivery structure needs. Work is distinguished from the HS Program Manager I by the size and complexity of the program, oversight of programs serving multiple disabilities on a system-wide basis (state-operated/state run entities and locally operated entities), number/types of number/types of staff supervised, and responsibility for higher-level planning and goal development.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable understanding of the policies, procedures and funding mechanisms of the state and federal programs that govern area of assignment.
- Considerable knowledge of compliance monitoring, program reviews, resource management, appeals, records and documentation.
- Considerable knowledge of best practices, national trends and policy initiatives that impact the service delivery system.
- Skill in the analysis and evaluation of programs and developing/presenting reports.
- Skill in establishing and maintaining effective working relationships with staff from Federal, State and local agencies as well as clients, general public, and private service providers.
- Demonstrated skill in leadership, planning, budgeting, management and organizational skills.
- Ability to understand the application of automation to the program area assigned.
- Ability to manage a staff of professional and support positions in a large program.
- Ability to communicate effectively orally and in writing with Division staff, other state agencies, service providers, stakeholder groups, legislative committees, and various advisory councils.

#### Minimum Education and Experience Requirements

Master's degree in a discipline specific to the program from an appropriately accredited institution and four years of experience in the area of assignment, including two years in a supervisory or consultative capacity; or

Bachelor's degree in a discipline specific to the program from an appropriately accredited institution and six years of experience in the area of assignment, including two years in a supervisory or consultative capacity; or an equivalent combination of education and experience.