OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Social Program Specialist	69411 C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

AUG 0 2 1987

FUNCTION: Under general supervision from social program administrator or other higher-level superior, provides technical assistance in planning, developing, evaluating, implementing &/or operating agency, community, state &/or federal social programs that provide direct &/or indirect services for eligible public or institutionalized persons, coordinates & develops community support program resources & monitors implementation & operation of social programs;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-57	Provides technical assistance in planning, developing, evaluating, implementing &/or operating agency, community, state &/or federal social programs that provide direct &/or indirect services for eligible public or institutionalized persons (e.g., neighborhood youth worker, employment, supplemental social security income, medicaid/medicare, family care, delinquency prevention, residential facilities, aftercare, occupational training, day center, community action).	Knowledge of (1) social or behavioral science (e.g., child & family community services, social work, sociology, psychology, criminology, penology, rehabilitation), (2) agency, state &/or federal statutes, rules, regulations & procedures governing delivery of social programs specific to area of employment*, (3) available community resources specific to area of employment*, (4) social services policy & program planning & analysis, (5) public relations; ability to (6) define problems, collect data, establish facts & draw valid conclusions, (7) proofread technical materials, recognize errors & make corrections, (8) gather, collate & classify data, (9) establish good rapport with program participants &/or program recipients.

(10001)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Exposed to contagious diseases & emotionally disturbed persons.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core requirements in social or behavioral science as required by university or college plus 12 mos. exp. in delivery of social services in governmental, community or private human support services agency, or completion of graduate major program core requirements in behavioral or social science as required by university or college, excluding taking of comprehensive examination or writing thesis, plus 6 mos. exp. delivering social services in

OHIO
CLASSIFICATION
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CLASS TITLE: Social Program Specialist NEW

MAJOR AGENCIES: County Offices, Universities

CODE: 69411C

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	21-41	Coordinates programs with local, state, federal &/or other agencies, develops community resources to benefit program & program recipients; consults with central office, other institutions, district offices, program recipients & their families, parents, foster parents &/or other social agency officials or professionals to coordinate & facilitate operation of public service program; acts as liaison with institution, employers, contracting agencies, courts, public/private school systems, community agencies &/or other public/private structures.	Knowledge of 1, 2*, 3*, 4, 5, (10) effective oral communication*, (11) interviewing; ability to 6, 7, 8, 9.
3	8-18	Conducts or assists in training programs for community residential service providers, volunteers, tutors, potential employers, employees, foster parents &/or other related program participants; participates in variety of public relations activities pertaining to successful program operation (e.g., speaks to community groups, communications media &/or general public to provide information &/or to recruit program participation, attends or participates in staff, meetings, seminars &/or workshops); reads publications to maintain current & updated resource information.	Knowledge of 1, 2*, 3*, 5, 10, (12) employee &/or program participates &/or program recipients training; ability to 6, 8, 9, (13) prepare & deliver speeches before specialized audiences.
4	6-12	Writes, completes & prepares correspondence, reports, forms & maintains required records & files for monitoring & evaluating of program services.	Knowledge of 1, 2*, 3*, 5; ability to 6, 8, (14) prepare & maintain meaningful, concise & accurate reports.

(1002)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
governmental, community or private human support services agency.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Social Program Specialist

CODE: 69411C