NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Program Developer	CODE: 69413C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from social program administrator, health planning administrator or other administrative superior, plans, develops & implements needed social or medical assistance programs for assigned agency, establishes program goals & objectives & provides technical assistance &/or advice in social or medical assistance program development; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	39-59	Plans, develops & implements social or medical assistance programs pertinent to assigned areas of concern (e.g., drug abuse; alcohol abuse; health promotion & education; chronic diseases such as cancer control & diabetes control; hospital after-care; transportation services for elderly; area plan review of direct services for elderly; statewide child abuse prevention; community services & block grants; client advocacy for disabled persons; residential & community support services for developmentally disabled; state plan for developmentally disabled; public assistance; children, adult & family services; refugee resettlement; medical assistance), establishes goals & objectives, coordinates services with related agencies & larger service delivery systems & evaluates & monitors program activity.	Knowledge of (1) social or behavioral science or pre-medicine, (2) agency, state &/or federal statutes, rules, regulations &/or procedures governing development & delivery of social programs*, (3) available community resources specific to assigned area*, (4) social service problems, policy & program planning development & analysis, (5) accounting, finance or budgeting, (6) public relations, (7) written communication (e.g., English composition & grammar, technical writing, business communication), (8) oral communication (e.g., speech); ability to (9) define problems, collect data, establish facts & draw valid conclusions, (10) use statistical analysis, (11) proofread technical materials, recognize errors & make corrections, (12) gather, collate & classify information about data, people or things, (13) establish good rapport with program participants &/or recipients.

(1005)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May require overnight travel.	Completion of undergraduate major program core requirements in social or behavioral science or pre-medicine as required by college or university plus 24 mos. exp. in delivery of social/human services or medical assistance in governmental, community or private human support services agency or for medical provider; or completion of graduate major program core	

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	10-20	Provides technical assistance in program development, evaluation & revision; assists & develops new policies & systems to increase program effectiveness; monitors programmatic & fiscal elements of funded programs & makes recommendations or allocations of community, state &/or federal funds; conducts certification or licensure reviews in accordance with established policy; assists local agencies, professional groups &/or organizations with identifying funding sources for program development.	Knowledge of 1, 2*, 3*, 4, 5, 6; ability to 9, 10, 11, 12, 13.
3	19-25	Acts as consultant to boards, community programs, state agencies & institutions, local health agencies & service providers regarding grant guideline interpretation, grant writing & program implementation methods, data collection & overall social program development procedures; interprets laws, policies & procedures relative to program needs; makes written & verbal reports; reviews annual affiliation agreements between hospitals, community health boards & service providers.	Knowledge of 1, 2*, 3*, 4, 5, 6, 7, 8; ability to 9, 11, 12.
4	12-18	Represents assigned agency at meetings, seminars & conferences; develops & conducts training sessions; answers inquiries, secures information & assists in special events; promotes social service program participation.	Knowledge of 1, 2*, 3*, 6, 8; ability to 9, 11, 12, 13.

(1006)

123:1-7-17

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MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

requirements in social or behavioral science or public health, public administration or health & hospital administration as required by university or college plus 18 mos. exp. delivering social/human services or medical assistance in governmental, community or private human support services agency or for medical provider; or equivalent.

Note: Pre-medicine or public health, public administration or health & hospital administration education & previous exp. in providing medical assistance for medical provider pertains only to positions in area of medical assistance.