NEW AUG 0 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Social Program Administrator 2

CODE: 69416C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			data, people or things, (15) handle sensitive inquiries from & contacts with officials & general public.
2	11-31	Consults with & provides technical assistance to supervisors, consultants & vendors, conducts seminars & training sessions & delivers speeches to community or service organizations & associations.	Knowledge of 1, 2, 5, 6*, 7, 10; ability to 12, 14, 15.
3	0-8	Provides direct services to clients &/or assists & advises staff in most difficult cases.	Knowledge of 1; ability to 15.

(1010)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
social services in government, community or private human support service agency plus 6 mos. supervisory exp.; or equivalent.

TRAINING & DEVELOPMENT

FORM ADM-4134

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OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Program Administrator 2	CODE: 69416C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general direction from agency appointing authority or institution superintendent or other administrative supervisor, analyzes & develops policies, programs & procedures for assigned social program (i.e., program that provides direct services to rehabilitate clients' physical or medical condition or address clients' emotional, medical &/or nutritional needs) in agency &/or assigned geographic area & directly supervises professional staff in providing technical, consultative services to providers & in monitoring programs to ensure proper administration & implementation of programs according to established guidelines & assists in budget preparation & fiscal control for institution or agency division;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (1004) 123:1-7-17	65-85	Analyzes & develops policies, programs & procedures for assigned social program (i.e., program that provides direct services to rehabilitate clients' physical or medical condition or address clients' emotional, medical &/or nutritional needs) in agency &/or assigned geographic area & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., professional &/or technical personnel involved in providing technical, consultative services to providers & in monitoring programs to ensure proper administration & implementation of programs according to established guidelines); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment & assists in budget preparation & fiscal control for institution or agency division.	Knowledge of (1) social or behavioral science (e.g., human development, penology, psychology, social work, sociology), food service/nutrition, medicine/allied medicine, rehabilitation, (2) program planning for human service organizations, (3) social program & policy analysis, (4) federal & state laws & rules governing expenditure of public funds, (5) federal & state laws & rules governing delivery of services in social programs, (6) federal & state laws & rules governing assigned program area*, (7) public relations, (8) supervision, (9) public accounting, public budgeting or public finance, (10) effective oral communication; ability to (11) calculate fractions, decimals & percentages, (12) deal with may variables & determine specific course of action, (13) develop complex reports & position papers, (14) gather, collate & classify information about

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate coursework as required by university or college in social or behavioral science plus 18 mos. exp. in delivery of social services in government, community or private human support service agency plus 6 mos. supervisory exp. or completion of graduate coursework as required by college or university in social or behavioral science plus 12 mos. exp. in delivery of