OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 - 1977

CLASS TITLE:	CODE:
Social Program Administrator 3	69417C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under administrative direction from agency director, deputy director or other administrative supervisor, directs & coordinates district or regional program operations in assigned program area & reviews, analyzes, coordinates & implements policy & program changes, provides technical consultative assistance to program administrators concerning all aspects of program operation including budget & delivery of services, ensures program compliance to applicable federal & state laws & rules, directly supervises subordinate staff in program planning & development, monitoring & evaluation & implementation & in providing technical consultative services to providers &/or answers program related inquiries & acts as liaison with courts, police departments &/or parole officers;

- PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-55	Directs & coordinates district or regional program operations in assigned program area (i.e., of state agency or state operated program or facility providing direct services to rehabilitate clients' physical or medical condition or address clients' emotional, medical or nutritional needs) & reviews, analyzes, coordinates & implements policy & program changes, provides technical consultative assistance to program administrators concerning all aspects of program operation including budget & delivery of services & ensures program compliance to applicable federal & state laws & rules.	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 programs area*, (7) public relations, (8) supervision, (9) public accounting, public budgeting or public finance, (10) effective oral communication; ability to (11) deal with many variables & determine specific course of action, (12) calculate fractions, decimals & percentages, (13) develop complex reports & position papers, (14) gather, collate & classify information about data, people or things, (15)

(1011)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate coursework as required by college or university in social or behavioral science plus 24 mos. exp. in delivery of social services in government, community or private human support service agency plus 12 mos. managerial exp. or completion of graduate coursework as required by college or university in social or behavioral science plus 18 mos. exp. in delivery

NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Program Administrator 3	CODE: 69417 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			handle sensitive inquiries from & contacts with officials & general public.
2	26-36	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., positions classified as part of 69300 Social Services Work Group &/or 69400 Social Service Program Group [classes having lower pay range assignment] involved in program planning & development, monitoring & evaluation & implementation & in providing technical consultative services to providers &/or program administrators); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of 1, 2, 3, 5, 7, 8, 10, (16) employee training & development; ability to 11, 13, 14, (17) establish friendly atmosphere as division or large section chief.
3	8-18	Meets with agencies & answers public complaints & inquiries; gives information on program operation; acts as liaison with courts, police departments &/or parole officers.	Knowledge of 7; ability to 15.
4	6-16	Prepares reports & correspondence & maintains necessary files & records.	Knowledge of (18) technical writing; ability to 13, 14.

(1012)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* of social services in government, community or private human support service agency plus 12 mos. managerial exp., or equivalent.	TRAINING & DEVELOPMENT