NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Program Administrator 4	CODE: 69418 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under administrative direction from agency director or deputy director, directs, implements, evaluates & administers policy, programs & operations of statewide program in state agency or state operated program (i.e., responsible for total district &/or regional operations in agency with decentralized social program providing direct services to rehabilitate clients' physical &/or medical condition or address clients' emotional, medical &/or nutritional needs) & directly supervises professional staff;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	52-62	Directs, implements, evaluates & administers policy, programs & operations of statewide program in state agency or state operated program (i.e., responsible for total district &/or regional operations in agency with decentralized social program providing direct services to rehabilitate clients' physical &/or medical condition or address clients' emotional, medical &/or nutritional needs) & ensures program compliance with 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 program area*, (7) public relations, (8) public accounting, public budgeting or public finance, (9) effective oral communication; ability to (10) deal with many variables & determine specific course of action, (11) calculate fractions, decimals & percentages, (12) develop complex reports & position papers, (13) gather, collate & classify information about data, people or things, (14) handle sensitive

(1013)

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: 30 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 24 mos. exp. in delivery

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
			inquiries from & contacts with officials & general public.
2	23-29	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., professional staff 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, 9, (15) management/supervision, (16) human resources training & development; ability to 10, 13, (17) establish friendly atmosphere as division or large section chief.
3	14-20	Acts as liaison with courts, police departments &/or parole officers; analyzes statistical data; attends professional conferences & workshops.	Knowledge of 7, 9; ability to 13, 14.

(1014)

123:1-7-17

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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 experience; or equivalent.	TRAINING & DEVELOPMENT