NEW AUG 0 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Social Program Analyst 1	CODE: 69471C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from social program administrator or other supervisor, analyzes & interprets federal regulations & provides technical assistance & administrative direction on social service & income maintenance programs;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	48-53	Analyzes & interprets federal regulations governing social service & income maintenance programs (e.g., medical assistance, food stamps, child support) & insures program compliance by state & county staff, recipients & providers.	Knowledge of (1) federal regulations governing assigned social service program area*, (2) research methods in social work, (3) interpretation of social welfare information; ability to (4) interpret extensive variety of technical material in books, journals & manuals, (5) use proper research methods in gathering data.
2 (1023)	30-40	Consults, coordinates, provides technical assistance, administrative direction, orientation & training to other state agencies & county welfare departments on administration of social service & income maintenance programs.	Knowledge of 1*, 2; ability to 4, (6) handle sensitive inquiries from & contacts with officials & general public.
3	9-15	Prepares statistical tabulation of statewide reports; analyzes & identifies problem areas & appropriate resources.	Knowledge of 2, (7) methods & techniques in social work research (i.e., data processing methods); ability to (8) define problems, establish facts & draw valid conclusions, (9) gather, collate & classify data about people, places or things.

123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in research methods in social work (or 1 mo. exp.); 1 course in interpretation of social welfare information (or 1 mo. exp.); 1 introductory course in social work or social welfare (or 1 mo. exp.); 1 course in problems, policies & programs in social welfare (i.e., application of analytical framework to study of current issues & problems of policies, programs & social welfare services in perspective of Americal welfare system) (or 1 mo. exp.); or equivalent.