

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Social Program Analyst

SERIES NO.:

6933

MAJOR AGENCIES:

Job & Family Services

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the social program analyst occupation is to analyze & interpret federal regulations governing social service & income maintenance programs in order to insure program compliance.

At the lower level, incumbents monitor program operations of state & county staff, recipients & providers & provide technical assistance & administrative direction. At the higher level, incumbents serve as lead workers (e.g., provide work direction, training) over lower-level social program analysts & direct & manage office of program analysis.

CLASS TITLE:

Social Program Analyst 1

CLASS NUMBER:

69331

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires working knowledge of social welfare information, social work research methods & techniques & relevant federal regulations for assigned social service program area in order to analyze & interpret federal regulations governing social service programs & provide technical assistance to county staff, recipients & providers.

CLASS TITLE:

Social Program Analyst 2

CLASS NUMBER:

69332

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The advanced level class works under general direction & requires considerable knowledge of social work research methods & social welfare regulations, policies & procedures & problems in order to lead the work of lower-level social program analysts & to plan & direct social service systems.

<u>CLASS TITLE:</u> Social Program Analyst 1	<u>CLASS NUMBER:</u> 69331	<u>BARGAINING UNIT:</u> 12
--	--------------------------------------	--------------------------------------

EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

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.

Consults, coordinates, provides technical assistance, administrative direction, orientation & training to other state agencies & county job & family services departments on administration of social service & income maintenance programs.

Prepares statistical tabulation of statewide reports; analyzes & identifies problem areas & appropriate resources, attends training sessions, keeps current by reading professional publications.

MAJOR WORKER CHARACTERISTICS:

Knowledge of federal regulations governing assigned social service program area*; social work research methods & techniques (i.e., data processing methods). Ability to interpret social welfare information & an extensive variety of technical material in books, journals & manuals; use proper research methods in gathering data; define problems, establish facts & draw valid conclusions; gather, collate & classify data about people, places or things; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 course or 3 mos. exp. in research methods for social work; 1 course or 3 mos. exp. in interpretation of social welfare information; 1 introductory course or 3 mos. exp. in social work or social welfare; 1 course or 3 mos. exp. 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 American welfare system).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE:</u> Social Program Analyst 2	<u>CLASS NUMBER:</u> 69332	<u>BARGAINING UNIT:</u> 12
--	--------------------------------------	--------------------------------------

EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (i.e., provides work direction & training) over lower-level social program analysts.

Designs & develops social service systems, guidelines, policies & procedures for implementation through county administrative procedures based upon federal regulations, interprets federal regulations & state plans & analyzes trends to plan & direct social service systems.

Attends &/or conducts workshops, meetings, training sessions with co-workers, state, public & private agencies; speaks before civic organizations as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; social welfare problems, policies & programs; social work research methods & techniques; federal regulations governing social service programs; public relations. Ability to interpret social welfare information & extensive variety of technical material in books, journals & manuals; deal with variety of variables in familiar context; write instructions & specifications concerning social services; use proper research methods in gathering data; prepare & deliver speeches before general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. training or 3 mos. exp. in federal regulations governing income maintenance & social service programs; 3 courses or 9 mos. exp. in social work research methods; 1 course or 3 mos. exp. in interpretation of social welfare information; 1 course or 3 mos. exp. in problems, policies & programs in American social welfare; 1 introductory course or 3 mos. exp. in social work or social welfare; 6 mos. exp. as Social Program Analyst 1, 69471, or similar position involving analysis & interpretation of federal regulations governing social services &/or income maintenance programs & insuring compliance with these regulations in county, state or federal welfare agency or other provider agency.

-Or 12 mos. exp. as Social Program Analyst 1, 69331, with Ohio Department of Job & Family Services.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.