

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Program Specialist/Administrator

**SERIES NO.:**

6944

**MAJOR AGENCIES:**

Alcohol &amp; Drug Addiction Services

**EFFECTIVE DATE:**

03/07/2004

**SERIES PURPOSE:**

The purpose of the alcohol & drug program specialist/administrator occupation is to develop, implement, maintain & monitor a statewide delivery system for alcohol & drug abuse services.

At the higher levels, incumbents plan & direct designated alcohol & drug program areas & supervise assigned employees, or act as assistant division administrator, or administer all drug & alcohol programs/activities for assigned division.

**CLASS TITLE:**

Alcohol &amp; Drug Program Administrator 3

**CLASS NUMBER:**

69447

**EFFECTIVE DATE:**

12/15/1991

**CLASS CONCEPT:**

The first managerial level class works under general direction & requires thorough knowledge of human services, alcohol & drug abuse treatment, supervisory principles/techniques & program management in order to act as assistant chief over major alcohol & drug addiction services division (i.e., community services & prevention; planning, evaluation, research & training; special programming; program standards) & supervise assigned staff.

**CLASS TITLE:**

Alcohol &amp; Drug Program Administrator 4

**CLASS NUMBER:**

69448

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires extensive knowledge of human services, alcohol & drug abuse treatment & program management in order to direct & manage all activities & programs in major alcohol & drug addiction services division (i.e., community services & prevention; planning, evaluation, research & training; special programming; program standards) & supervise assigned staff.

<b>CLASS TITLE:</b> Alcohol & Drug Program Administrator 3	<b>CLASS NUMBER:</b> 69447	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

12/15/1991

**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.)

Acts as assistant chief of major alcohol & drug addiction services division (e.g., division of planning, evaluation, research & training; division of special programming; division of program standards; division of community services & prevention), participates in development of division policies & procedures; manages one or more program units & manages division in absence of chief.

Acts as liaison with outside agencies; coordinates alcohol and other drug program services; prepares and delivers speeches to community groups; prepares and reviews reports.

Represents department at or attends various meetings & conferences to transmit & interpret policies or exchange information to resolve concerns & problems; coordinates activities with community &/or other service providers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human services; alcohol & drug addiction treatment methodologies; state & federal rules & regulations governing delivery of alcohol & drug addiction services\*; supervisory principles/techniques; management; public relations. Skill in computer operation\*. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; write instructions, specifications & technical manuals for drug program staff; respond to technical & professional inquiries from service providers & community boards.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in human services field (e.g., social work; psychology; rehabilitation counseling; sociology; nursing); 36 mos. exp. in management of health/human services program.

-Or completion of undergraduate core program in human services field; 48 mos. exp. in management of health/human services program.

-Or 24 mos. exp. in delivery of health/human services; 48 mos. exp. in management of health/human services program.

-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:**

May require travel.

<b>CLASS TITLE:</b> Alcohol & Drug Program Administrator 4	<b>CLASS NUMBER:</b> 69448	<b>BARGAINING UNIT:</b> EX
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**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.)**

Directs & manages all alcohol & drug program activities for assigned division (e.g., division of community services & prevention; division of planning, evaluation, research & training; division of special programming; division of program standards), analyzes & interprets federal & state laws & regulations to ensure program compliance & formulates & directs implementation of statewide regulations, program policies & procedures, goals & objectives & provides administrative direction to program & unit managers in development, evaluation & operation of alcohol & drug programs.

Assists director in designing overall agency policy; advises director on program development by evaluating/analyzing current policy & recommends revisions; reviews & suggests changes to legislation &/or administrative rules; provides input into department grant review process (e.g., request for proposal development, interdivisional review); develops division budget & monitors fiscal compliance.

Conducts management staff meetings & represents department at various meetings & conferences to transmit & interpret policies &/or exchange information to resolve concerns & problems; acts as liaison with community, state & federal officials & representatives; speaks before various groups; attends seminars & conferences.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human services; alcohol & drug addiction treatment methodologies; state & federal laws governing delivery of alcohol & drug addiction services\*; supervisory principles/techniques; management; budgeting/accounting; public relations. Skill in computer operation\*. Ability to deal with many variables & determine specific action; interpret extensive variety of technical material in books, journals & manuals; write complex reports & position papers; prepare & deliver speeches & lectures before specialized audiences.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in human services field (e.g., social work; psychology; rehabilitation counseling; sociology; nursing); 48 mos. exp. in management of health/human services program; 3 courses or 9 mos. trg. or exp. in accounting/budgeting.

-Or completion of undergraduate core program in human services field; 60 mos. exp. in management of health/human services program; 3 courses or 9 mos. trg. or exp. in accounting/budgeting.

-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:**

Requires travel.