

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

<b><u>CLASSIFICATION SERIES:</u></b> Human Services Developer	<b><u>SERIES NO.:</u></b> 6946
<b><u>MAJOR AGENCIES:</u></b> Ohio Department of Job & Family Services only	<b><u>EFFECTIVE DATE:</u></b> 01/28/2001

**SERIES PURPOSE:**  
The purpose of the human services developer occupation is to research, plan, develop, write & implement policies & procedures governing minimum standards of practice for assigned human services program areas and/or assist county departments of human services and/or sister county agencies in developing standards of best practice & local policies, and planning service delivery to meet clients' needs, community plans, partnership agreements, and other initiatives while still complying with federal and state mandates.

At the lower level, incumbents learn to write policies & procedures (i.e., policies being developed are identified through federal rule process where guidelines are specific) through observation & working with higher-level human services developer &/or supervisor.

At the higher level, incumbents research & write policies & procedures from federal acts where guidelines are non-specific, legislation analysis, administrative decisions, litigation &/or combination thereof &/or write administrative rules & provide work direction & training to lower-level human services developers, &/or assist county departments of human services and/or sister county agencies in developing standards of best practice & local policies, & planning service delivery to meet clients' needs, community plans, partnership agreements, & other initiatives while still complying with federal & state mandates.

Note: This class series is restricted for use by the Ohio Department of Job & family Services only.

**CLASS TITLE:**  
Human Services Developer 1

**CLASS NUMBER:**  
69461

**EFFECTIVE DATE:**  
08/06/1995

**CLASS CONCEPT:**  
The developmental level class works under general supervision & requires a working knowledge of agency & governmental laws, rules, regulations & procedures, human services problems & policy & program planning & analysis in order to assist, observe & work under direction of higher-level human services developer &/or supervisor, write policies & procedures for assigned human services program areas & research & analyze data to support policy development (i.e., policies being developed are identified through federal rule process where guidelines are specific).

**CLASS TITLE:**  
Human Services Developer 2

**CLASS NUMBER:**  
69462

**EFFECTIVE DATE:**  
01/28/2001

**CLASS CONCEPT:**  
The full performance level class works under direction & requires thorough knowledge of agency & governmental laws, rules, regulations & procedures, human services issues & policy & program planning & analysis in order to independently or as part of team research, analyze, formulate/revise & implement policies, procedures &/or administrative rules for assigned human services program area(s) based upon federal acts where guidelines are non-specific, litigation, task force recommendations, administrative decisions, analysis of legislation or combination thereof to establish state's minimum standard of practice &/or assist county departments of human services &/or sister agencies (e.g., county support enforcement agencies; public

children services agencies) in developing standards of best practice & local policies & planning service delivery to meet clients' needs, community plans, partnership agreements & other initiatives while still complying with federal & state mandates, & monitor & ensure compliance, develop & present in-house training to departmental staff & other sectors involved in administration of programs/service delivery.

<b>CLASS TITLE:</b> Human Services Developer 1	<b>CLASS NUMBER:</b> 69461	<b>BARGAINING UNIT:</b> 012
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**EFFECTIVE DATE:**

08/06/1995

**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.)**

Assists, observes & works under direction of higher-level human services developer &/or supervisor, writes policies & procedures (i.e., policies being developed are identified through federal rule process where guidelines are specific) for assigned human service program areas (e.g., Medicaid, health maintenance organizations; food stamps; children services; public assistance; child care; hospital reimbursement; Title IV-E; HIV & Medicaid hospice; federal, state & local grants) & researches & analyzes data to support policy development.

Acts as part of manual writing team & compiles human services manual in assigned program area.

Attends conferences, meetings & workshops; serves on committees & taskforces; responds to inquiries from citizens, federal & state legislators, client advocacy agencies & other interested parties; writes reports, position papers & research documents; operates personal computer &/or word processing equipment to generate various typed documents.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or pre-medicine or comparable field; community resources applicable to assigned human service programs\*; human relations; agency & governmental laws, rules, regulations & procedures applicable to assigned human service programs\*; human service problems, policy & program planning & analysis; accounting; statistical analysis; finance or budgeting\*. Skill in operation of personal computer &/or word processing equipment\*. Ability to define problems, collect data, establish facts & draw valid conclusions; write analytic reports; establish good rapport with program participants &/or recipients; prepare & deliver speeches before specialized audiences.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science or pre-medicine or comparable field; 12 mos. exp. in delivery of human services in governmental, community or private human services agency or medical provider where adherence to policies & procedures issued by federal government &/or state human services/welfare department was mandated.

-Or 36 mos. exp. in delivery of human services in governmental, community or private human services agency or medical provider where adherence to policies & procedures issued by federal government &/or state human services/welfare department was mandated.

-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.

<b>CLASS TITLE:</b> Human Services Developer 2	<b>CLASS NUMBER:</b> 69462	<b>BARGAINING UNIT:</b> 012
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**EFFECTIVE DATE:**  
01/28/2001

**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.)**

Independently or as part of team, researches, analyzes & formulates/revises administrative rules, laws &/or regulations establishing state's minimum standards for compliance for assigned human service program area(s) (e.g., adoption; child support; children's trust fund; disability programs; long-term care; quality assurance protocols, procedures & projects; public assistance; medical assistance; child welfare; adult &/or family services; home & community-based waiver services) based upon federal acts where guidelines are non-specific, state laws, litigation, task force recommendations, administrative decisions, analysis of legislation or combination thereof;

AND/OR

Assists county departments of human services and/or sister agencies (e.g., county child support enforcement agencies; public children services agencies) in developing standards of best practice & local policies & planning service delivery to meet clients' needs, community plans, partnership agreements & other initiatives while still complying with federal & state mandates;

AND

Monitors & ensures compliance with federal/state regulations, rules & laws & develops & presents in-house training to departmental staff & other sectors involved in administration of programs/service delivery.

Provides consultative expertise & training & acts as liaison to both intra- agency (e.g., bureau of Medicaid policy; Medicaid preventative health, Cris-e) & inter-agency providers (e.g., department of health; department of insurance, office of attorney general); consults with other entities regarding current &/or forthcoming program changes; coordinates activities performed by other entities which are directly associated with administration & implementation of policies pertaining to specialty areas; represents program area(s), bureau chief &/or other agency administrators at hearings, conferences, meetings & workshops; serves on committees & task forces; responds to inquiries from citizens, federal & state legislators, client advocacy agencies & other interested parties; prepares & delivers speeches.

Prepares reports, position papers & research documents; operates personal computer &/or word processing equipment to generate various typed documents; develops evaluation criteria &/or evaluates program effectiveness; develops budget projections & monitors program expenditures; develops cost projections for proposed programs, reimbursement or policy changes; prepares monitoring & evaluation reports & corrective action plans; designs & prepares training packages for county, district &/or statewide training sessions; coordinates filing of Ohio Administrative Code rules for programmatic changes; prepares grant applications & monitors grant activity; monitors fiscal activities & compliance; performs statistical analysis using available computer & software resources; drafts request for proposals & personal service contracts; assists in development/amendment of state plan for assigned program area(s); provides work direction & training to other human services developers.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or pre-medicine or comparable field; community resources applicable to assigned human service programs\*; human relations; agency & governmental laws, rules, regulations & procedures applicable to assigned human service programs\*; human service problems, policy & program planning & analysis; accounting; statistical analysis; finance or budgeting\*. Skill in operation of personal computer &/or word processing equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare analytical reports & position papers & draft program rules & regulations;

establish good rapport with program participants &/or recipients; prepare & deliver speeches before specialized audiences & handle routine & sensitive contacts with government officials & citizens.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate course coursework in social or behavioral science, health services public administration, public policy management or comparable field; 24 mos. exp. in researching, developing or implementing policies related to social services, health services, public policy or comparable field; 6 mos. trg. or 6 mos. exp. in use of computer hardware & software used for spreadsheets, statistical analysis, graphics presentation & word processing.

-Or completion of undergraduate core program in social or behavioral science, health services public administration, public policy management or comparable field; 36 mos. exp. in researching, developing or implementing policies related to social services, health services, public policy or comparable field; 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling; 6 mos. trg. or 6 mos. exp. in use of computer hardware & software used for spreadsheets, statistical analysis, graphics presentation & word processing.

-Or 2 yrs. exp. as Human Services Developer 1, 69461, with experience commensurate with duties to be assigned per posting of job opportunity (e.g., if assignment is in area of policy development for aid to dependent children, education, training &/or experience must have been in area of aid to dependent children).

-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.