

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

Alcohol & Drug Program (Planner)

SERIES NO.:

6937

MAJOR AGENCIES:

Mental Health & Addiction Services

EFFECTIVE DATE:

05/15/2016

SERIES PURPOSE:

The purpose of the alcohol & drug program (planner) is to plan & develop & coordinate statewide alcohol & drug addiction services including those targeted for specific populations (e.g., individuals in criminal justice system, welfare recipients, women, DIP program recipients) & state & local geographic areas & promote cross systems collaboration.

At the developmental level, incumbents assist in planning statewide services.

At the full performance level, incumbents plan statewide services.

At the administrative levels, incumbents develop statewide alcohol & drug policies, or oversee delivery of statewide services & supervise staff if assigned.

JOB TITLE

Alcohol & Drug Program Specialist 1 (Planner)

JOB CODE

69371

PAY GRADE

11

EFFECTIVE

08/25/1996

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of human services in order to assist in planning, developing & coordinating statewide alcohol & drug addiction services targeted for specific populations (e.g., individuals in criminal justice system, welfare recipients).

JOB TITLE

Alcohol & Drug Program Specialist 2 (Planner)

JOB CODE

69372

PAY GRADE

12

EFFECTIVE

08/25/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of human services in order to plan, develop & coordinate statewide alcohol & drug addiction services targeted for specific populations (e.g., individuals in criminal justice system, welfare recipients).

JOB TITLE

Alcohol & Drug Program Administrator 1 (Planner)

JOB CODE

69375

PAY GRADE

13

EFFECTIVE

05/15/2016

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of human services in order to develop & implement policies & procedures for statewide alcohol & drug addiction treatment services (e.g., persons in criminal justice system, welfare recipients).

JOB TITLE

Alcohol & Drug Program Administrator 2 (Planner)

JOB CODE

69376

PAY GRADE

14

EFFECTIVE

05/15/2016

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of human services in order to oversee planning, development, monitoring & delivery of statewide alcohol & drug addiction continuum of care services targeted to specific populations (e.g., persons in criminal justice system, welfare recipients) & supervise staff if assigned.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Program Specialist 1 (Planner)	69371	12	08/25/1996	11

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 in planning, developing & coordinating statewide alcohol & drug addiction services including those targeted for assigned specific populations & state & local geographic areas (e.g., assists in planning & developing continuum of care) & aids higher-level program professional in collaborating & coordinating with other state & local agencies & systems (e.g., criminal justice, human services, education, employment, housing &/or training).

Assists in establishing protocols for care; gathers, analyzes & assesses information; accompanies higher-level program professionals on on-site visits to review local treatment services.

Assists in coordination of training & technical assistance for those working with specific populations in other systems; provides routine information to providers & assists providers in accessing other resources & systems.

Assists in administration of grants for alcohol & drug services (e.g., reviews grant applications for completeness & compliance with department requirements; suggests recommendations for grant awards; drafts findings for review by higher-level program professionals); accompanies other professionals on on-site visits; reviews administrative & fiscal records & annual budget; prepares fiscal reports; reviews progress toward program goals & objectives; drafts reports of findings.

Attends workshops & conferences on clinical & administrative aspects of improved services.

MAJOR WORKER CHARACTERISTICS:

Knowledge of assigned human services field (e.g., social work, psychology, sociology, nursing); alcohol & drug prevention techniques*; state & federal laws, rules & regulations governing delivery of alcohol & drug addiction services*; public relations*. Skill in operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; write instructions, specifications & technical reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human services (e.g., social work; psychology; sociology; nursing); 12 mos. trg. or 12 mos. exp. in alcohol & drug treatment services including those targeted for specific populations (e.g., monitoring of addiction services & treatment programs); 6 mos. exp. in compiling data for technical reports.

-Or 24 mos. trg. or 24 mos. exp. in delivery of health/human services; 12 mos. trg. or 12 mos. exp. in AOD treatment services including those targeted for specific populations (e.g., monitoring of addiction services & treatment programs); 6 mos. exp. in compiling data for technical reports.

-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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Program Specialist 2 (Planner)	69372	12	08/25/1996	12

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.)

Plans, develops, & coordinates statewide alcohol & drug addiction services including those targeted for assigned specific population &/or state &/or local geographic consumers, plans & develops continuum of care, identifies action steps required to implement plans/grants, collaborates & coordinates with other state & local agencies & systems (e.g., criminal justice, human services, education, employment, housing &/or training) & reviews & makes recommendations regarding grant process & plans (e.g., state & community).

Assists in establishing protocols for care; develops specifications for grants & plans; provides information & makes recommendations for improving effectiveness & efficiency of provider management, accountability & service delivery; interprets laws, regulations & rules.

Develops grant applications & guidelines (e.g., reviews & evaluates grant/planning applications; recommends grant/planning awards; documents funding decisions); gathers & analyzes information regarding needs of consumers & capacity of alcohol & drug system's ability to meet those needs; prepares reports of findings.

Coordinates training & technical assistance for those working with grant & planning process; provides information to various providers; coordinates conferences, workshops & seminars.

Attends workshops & conferences in clinical & administrative aspects of improved services.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human services field (e.g., social work, psychology, sociology, nursing); alcohol & drug prevention techniques; state & federal laws, rules & regulations governing delivery of alcohol & drug addiction services; public relations. Skill in operation of personal computer*. Ability to define complex problems, collect data, establish facts & draw valid technical conclusions; write instructions, specifications & technical reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in human services (e.g., social work; psychology; sociology; nursing); 24 mos. trg. or 24 mos. exp. in coordination or development of alcohol & drug treatment services including those targeted for specific populations & state &/or local geographic consumers (e.g., persons in criminal justice system, welfare recipients); 12 mos. exp. in writing job related technical reports; 6 mos. exp. in grants administration.

-Or 12 mos. exp. as Alcohol & Drug Program Specialist 1 (Planner), 69371.

-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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Program Administrator 1 (Planner)	69375	EX	05/15/2016	13

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.)

Plans & develops state-wide alcohol & drug addiction services with ADAS/ADAMHS Boards, alcohol & drug treatment programs &/or other vendors to promote cross-system collaboration, formulates recommendations to improve treatment of specific consumers &/or geographic areas (e.g., local community system, criminal justice system, welfare recipients, women, JOBS, housing, DIP), develops strategies for treatment & coordinates implementation of services to meet needs of targeted groups, develops strategies & action plans to link & integrate human services systems for treating targeted consumers.

Provides technical assistance to professional staff; responds to requests for information; prepares written instructions & technical manuals for staff use during grant application process & on-site visits; conducts in-service training sessions.

Prepares & delivers speeches to various groups; supervises staff if assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of assigned human services field (e.g., social work, psychology, sociology, nursing); grant administration; alcohol & drug addiction treatment & prevention methodologies; state & federal laws governing alcohol & drug addiction service delivery*; public relations; supervisory principles/ techniques*; management*. Skill in operation of personal computer*. Ability to define complex problems, collect data, establish facts & draw valid technical conclusions; write instructions, specifications & technical manuals for program staff.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in human services field (e.g., social work; psychology; sociology; nursing); 24 mos. trg. or 24 mos. exp. in coordination of alcohol & drug addiction treatment/prevention services; 24 mos. trg. or 24 mos. exp. in treatment services (e.g., monitoring of addiction services & treatment programs) of special populations (e.g., persons in criminal justice system, welfare recipients); 12 mos. exp. in grant administration; 12 mos. exp. in writing job-related technical reports.

-Or completion of undergraduate core program in human services field (e.g., social work; psychology; sociology; nursing); 36 mos. trg. or 36 mos. exp. in coordination of alcohol & drug addiction treatment/prevention services; 24 mos. trg. or 24 mos. exp. in treatment services (e.g., monitoring of addiction services & treatment programs) of special (e.g., persons in criminal justice system, Medicaid, welfare recipients) populations; 12 mos. exp. in grant administration; 12 mos. trg. in writing job-related technical reports.

-Or 24 mos. exp. in delivery of health/human services; 36 mos. trg. or 36 mos. exp. in coordination of alcohol & drug addiction treatment/prevention services; 24 mos. trg. or 24 mos. exp. in treatment services (e.g., monitoring of additional services & treatment programs) of special (e.g., persons in criminal justice system, Medicaid, welfare recipients) populations; 12 mos. exp. in grant administration; 12 mos. trg. in writing job-related technical reports.

-Or 12 mos. exp. as Alcohol & Drug Program Specialist 2, 69372.

-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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Alcohol & Drug Program Administrator 2 (Planner)	69376	EX	05/15/2016	14

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.)

Oversees planning, development & monitoring activities & delivery of state-wide alcohol & drug addiction continuum of care services targeted for assigned specific populations, develops & implements program policies & procedures, creates & coordinates mechanisms to maintain quality & to monitor continuum of care for program participants, oversees state-wide program currently in place, reviews new state & federal laws & ensures compatibility of program parameters with all relevant state & federal rules & regulations & recommends program changes to director, prepares & monitors program budgets & supervises staff if assigned.

Reviews local treatment services; prepares long-term strategic plans; evaluates progress.

Provides technical assistance to professional staff; serves as resource & consultant to state & local agencies & systems (e.g., alcohol & other drug programs; criminal justice, human services); prepares & delivers presentations; represents agency on state-level committees.

MAJOR WORKER CHARACTERISTICS:

Knowledge of assigned human services field (e.g., social work, psychology, sociology, nursing); grant administration; alcohol & drug addiction treatment & prevention methodologies; state & federal laws & regulations governing delivery of alcohol & drug addiction services*; supervisory principles/techniques; management; budgeting*; public relations. Skill in operation of personal computer*. Ability to use research methods in gathering data; respond to professional & technical inquiries from service providers & community providers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in human services field (e.g., social work; psychology; sociology; nursing); 36 mos. trg. or 36 mos. exp. in treatment services (e.g., monitoring of addiction services & treatment programs) of special populations (e.g., persons in criminal justice system, Medicaid & welfare recipients); 24 mos. trg. or 24 mos. exp. in management; 24 mos. exp. in grant administration; 24 mos. exp. in writing job-related technical reports.

-Or completion of undergraduate core program in human services field (e.g., social work; psychology; sociology; nursing); 36 mos. trg. or 36 mos exp. in management; 36 mos. trg. or 36 mos. exp. in treatment services (e.g., monitoring of services & treatment programs) of special populations (e.g., persons in criminal justice system, Medicaid recipients, welfare recipients); 24 mos. exp. in grant administration; 24 mos. exp. in writing job-related technical reports.

-Or 24 mos. exp. in delivery of health/human services; 36 mos. trg. or 36 mos. exp. in management; 36 mos. trg. or 36 mos. exp. in treatment services (e.g., monitoring of additional services & treatment programs) of special populations (e.g., persons in criminal justice system, Medicaid recipients, welfare recipients); 24 mos. exp. in grant administration; 24 mos. exp. in writing job-related technical reports.

-Or 12 mos. exp. as Alcohol & Drug Program Administrator 1, 69375.

-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.