

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

**CLASSIFICATION SERIES:**  
Alcohol & Drug Program (Prevention)

**SERIES NO.:**  
6938

**MAJOR AGENCIES:**  
Alcohol & Drug Addiction Services only

**EFFECTIVE DATE:**  
05/15/2016

**SERIES PURPOSE:**

The purpose of the alcohol & drug program (prevention) occupation is to monitor & administer drug prevention programs.

At the developmental level, incumbents assist in monitoring drug prevention programs.

At the full performance level, incumbents monitor drug prevention programs

At the administrative level, incumbents develop statewide programs & supervise assigned staff.

**JOB TITLE**

Alcohol & Drug Program Specialist 1 (Prevention)

**JOB CODE**

69381

**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 higher-level prevention specialists to plan, develop & monitor alcohol & drug prevention programs.

**JOB TITLE**

Alcohol & Drug Program Specialist 2 (Prevention)

**JOB CODE**

69382

**PAY GRADE**

12

**EFFECTIVE**

08/25/1996

**CLASS CONCEPT:**

The full performance level class works under general supervision and requires considerable knowledge of human services in order to plan, develop & monitor alcohol & drug prevention programs.

**JOB TITLE**

Alcohol & Drug Program Administrator (Prevention)

**JOB CODE**

69386

**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 develop & implement statewide alcohol & drug prevention &/or health & wellness promotion programs & supervises 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 (Prevention)	69381	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 higher-level prevention specialist in planning & developing alcohol & drug prevention &/or health & wellness promotion programs, conducts studies/surveys, assists in program implementation, ensures compliance to federal & state rules & regulations & program requirements & evaluates effectiveness of prevention programs.

Assists higher-level prevention specialist in monitoring funded prevention projects (e.g., Safe & Drug Free Schools & Communities programs, Drug Free Workplace); accompanies & assists higher-level prevention specialist in conducting on-site visits; reviews programmatic & fiscal compliance of each project; compiles data for inclusion in report.

Assists in development of grant announcements & requests for proposals; reviews forms; calculates scores; prepares recommendations for funding & award/denial letters.

Provides technical assistance to applicants concerning prevention funding process; responds to requests for information both verbally & in writing; informs grant applicants of status of application.

**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 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 or activity-related area (e.g., social work; psychology; sociology; nursing); 12 mos. trg. or 12 mos. exp. in prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance with federal & state rules & regulations); 12 mos. exp. in compiling data for reports.

-Or 24 mos. exp. in delivery of health/human services; 12 mos. trg. or 12 mos. exp. in prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance with federal & state rules & regulations); 12 mos. exp. in compiling data for 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 (Prevention)	69382	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 alcohol & drug prevention &/or health & wellness promotion programs (e.g., conducts studies/surveys; develops long range plans; coordinates program implementation; ensures compliance with federal & state rules & regulations & program requirements & evaluates effectiveness of programs).

Monitors funded prevention projects (e.g., Safe & Drug Free Schools & Communities Act, Drug Free Workplace programs); conducts on-site visits; reviews programmatic & fiscal compliance of each project; prepares written reports of findings; provides technical assistance to prevention specialists.

Develops grant announcements & requests for proposals (e.g., develops review forms; calculates scores; prepares recommendations for funding & submits to director for approval); prepares award/denial letters; prepares federal/state funding applications.

Develops & conducts training conferences related to alcohol & drug prevention &/or health & wellness promotion.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of assigned human services field (e.g., social work, psychology); 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 area (e.g., social work; psychology; sociology; nursing; 24 mos. trg. or 24 mos. exp. in coordination or development of alcohol & drug treatment & prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance with federal & state rules & regulations); 12 mos. exp. in writing job-related technical reports; 6 mos. exp. in grants administration.

-Or 24 mos. exp. in delivery of health/human services; 24 mos. exp. in coordination or development of alcohol & drug treatment & prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance to federal & state rules & regulations); 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 (Prevention), 69381.

-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 (Prevention)	69386	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.)**

Develops statewide policies & procedures for alcohol & drug (i.e., AOD) prevention & health & wellness programs, ensures compliance of prevention procedures to federal & state laws & rules, establishes standards & criteria for prevention programs, monitors AOD program standards, manages Prevention Division in absence of assistant division chief & division chief & supervises assigned staff.

Provides technical assistance to Alcohol & Drug Addiction Services Board & Alcohol Drug Addiction & Mental Health Services Board; monitors statewide AOD prevention initiatives (e.g., private/public partnerships).

Develops requests for proposals for prevention programs; establishes review criteria; conducts review meetings; makes recommendations to director.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of human services (e.g., social work, psychology, sociology, nursing); grant administration; alcohol & drug addiction treatment/prevention methodologies; state & federal rules & regulations governing delivery of alcohol & drug addiction services\*; supervisory principles/techniques; management; budgeting\*; public relations. Skill in operation of personal computer\*. Ability to define unusual problems, collect data, establish facts & draw complex conclusions; write instructions, specification & 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. exp. in management; 36 mos. trg. or 36 mos. exp. in prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance to federal rules & regulations); 24 mos. exp. in writing job-related technical reports; 12 mos. in grant administration.

-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 prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance to federal rules & regulations); 24 mos. exp. in writing job-related technical reports; 12 mos. exp. in grant administration.

-Or 24 mos. exp. in delivery of health/human services; 36 mos. exp. in management; 36 mos. trg. or 36 mos. exp. in prevention services (e.g., conducts studies/surveys, coordinates program implementation & ensures compliance to federal rules & regulations); 24 mos. exp. in writing job-related technical reports; 12 mos. exp. in grant administration.

-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.