

State Program Administrator Senior

I. KIND AND LEVEL OF WORK

Third-level professional program administration work. Under limited supervision, an employee in this class is responsible for analyzing, monitoring and administering a state program(s) requiring a comprehensive understanding of all procedural and administrative guidelines. Responsibility extends to recommending the withholding of services or other corrective actions in cases of noncompliance. General and technical guidance may be received from a higher-level State Program Administrator or other administrative employee; performs other duties as required.

II. DISTINGUISHING CHARACTERISTICS

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Approves and denies requests to expand public program service delivery so that they comply with program requirements by interpreting and analyzing governmental regulations, rules, policies/procedures, and communicating this information to clients; analyzing and interpreting required reports and advising clients on changes needed to comply with program criteria; determining if funding and services are within limitations of the specified public program; submitting timely documentation and reports; checking eligibility and completeness of information.
- Executes contracts and audits program activities and progress reports so that program resources are properly expended by receiving and reviewing periodic monitoring reports such as quarterly and annual status reports; contacting clients and proposing solutions to resolve problems discovered during monitoring, (may include submitting new reports, amending current reports, etc.); retaining program records and files as specified by regulation; collecting, analyzing, and organizing program activity data.
- Represents the state at meetings with other governmental officials to ensure adequate information (on program guidelines) is communicated to both governmental officials and clients by functioning as an information clearinghouse for program questions; providing on-site technical assistance/training sessions with state and local interest groups/task forces; and working with other officials in joint projects related to public information and presentations.

- Advises clients with a comprehensive understanding of all procedural and technical aspects of program activities so that reasonable administrative guidelines are developed by determining if requested services are within the limitations of the laws and policies involved; assessing whether or not program parameters have been met; analyzing resource distribution to avoid duplication within or between programs; verifying that provided services are consistent with program plans.
- Determines compliance with administrative and reporting provisions of a public programs so that management and client groups are kept up to date on program activities, and program needs are identified and met by on-site monitoring and/or identification of special problems.
- Testifies before departmental policy committees and recommends appropriate action in the areas of project funding, special stipulations and program administration.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- *Qualitative and quantitative analysis sufficient to evaluate program information and reports, diagnose problems and research alternative methods of service.*
- *Governmental budgeting and legislative processes sufficient to effectively recommend proposed changes to public programs and budgets.*
- *Law and administrative procedures sufficient to approve or disapprove public program budgets and advise clients on changes necessary to achieve compliance.*
- *Public administration sufficient to link the principles of public programs to the purpose to provide clients advice on the more complicated technical aspects of program operations.*

Skill in:

- *Human relations sufficient to effectively persuade clients and other governmental officials by understanding complex and oftentimes, competing relationships and political agendas.*

Ability to:

- *Read and comprehend public administration texts, documents and related literature as well as bulletins, manuals, rules, etc., sufficient to interpret, revise and/or draft them.*
- *Write reports, bulletins, procedures, rules and correspondence sufficient to explain and clarify the program and promote substantive changes.*
- *Communicate orally sufficient to coach and advise other program staff, to speak to individuals and groups to resolve differences of opinion and to testify before departmental policy committees.*

- *Adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.*

REFERENCES

Former title(s): State Programs Administrator Senior, Title Change: 7/07

REVISION HISTORY

Established 12/96

Revised 7/07