

## State Program Administrator Manager Senior

### KIND OF WORK

Second of three classes in a series of classes providing administrative, consultative and coordinative program management work.

### NATURE AND PURPOSE

Under general administrative oversight, the SPA Manager Senior provides leadership, strategic planning integration, and direction to division sections; or directs agency-wide strategic and short term planning systems, department-wide performance measurement and evaluation systems, and/or department-wide research and analysis efforts. Employees in this position develop and coordinate policy and programs to improve performance outcomes; oversee program and policy development staff members; develop and recommend budgetary and legislative proposals including new and revised statute, rules, policies, procedures, and budget requests; and direct the implementation of operational plans across divisions or division sections. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS:

Levels within this series are distinguished by a variety of characteristics such as budget complexity and authority, the impact of recommendations or decisions on the organizational unit policies and programs, degree of political/public sensitivity and scrutiny, organizational structure and complexity, etc. Most positions supervise subordinate staff; however, the complexity, sensitivity, variety, scope of the work, and decision-making authority distinguishes the level rather than the number of staff.

State Program Administrator Manager Principal (SPAMP): The State Program Administrator Manager Senior (SPAMS) classification differs from the State Program Administrator Manager Principal (SPAMP) because employees in the Principal class have a broader discretion, independence and understanding of policy, political and program issues; represent the agency at the state and national level; coordinate and facilitate discussion on issues of significance that involve multiple agencies or have statewide policy impact; they provide expert consultation to other persons, groups, and agencies internal and external to the Department , and are often state-wide or nationally recognized subject matter experts. Programs managed at the SPAMP level usually have high visibility and are politically sensitive whereas employees in the Senior (SPAMS) classification are responsible for administering all activities within a state program that is less visible and politically sensitive.

State Program Administrator Manager (SPAM): The State Program Administrator Manager Senior (SPAMS) classification differs from the State Program Administrator Manager (SPAM) because employees in the SPAM classification operate at a managerial level and focus on policy and program direction based on a deep technical understanding of policy and program issues whereas employees in the SPAMS classification manage and/or integrate programs or functions across divisions or division sections and have broad discretion, independence and understanding of policy and program issues.

### OPTIONS

Unlimited classified positions in this class may have a class option.

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

Provides technical direction and supervision to the supervisors responsible for the direct supervision of personnel in the division sections managed by this position.

## State Program Administrator, Manager Senior

### Class Specification

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Serves as a member of the management team so that division-wide policies and programs accurately reflect the agency's goals and objectives. Participates in departmental policy committees and represents the agency at meetings with clients and other government officials.

Develops and recommends planning strategies regarding Division programs, policies, and legislation.

Participates in the planning for and development of new initiatives, including legislation, rules development and other projects vital to the success of the Division.

Directs strategic planning and program development activities, including resource acquisition to expand program capacity, designing and implementing innovative program service strategies, directing federal grants and projects, managing grants given to local entities, and ensuring compliance with state and federal legislation and regulations.

Consults and collaborates with leadership and division directors to win their acceptance of and priority with agency wide strategic planning efforts.

Assists with the development and recommendation of the biennial budget request to ensure division objectives are optimally integrated to overall agency objectives and budget.

Provides managerial leadership to the development and implementation of a Division strategic planning process.

Leads strategic communications and marketing for the agency by acting as the chief spokesperson for the agency and by planning and directing the external and internal communications activities.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Theories and practices of management and leadership sufficient to direct human and fiscal resources so that program objectives are achieved

Public policy analysis and development sufficient to develop and coordinate policy and programs to improve performance outcomes.

Program planning and administration principles sufficient to develop and recommend planning strategies regarding Division programs, policies, and legislation and provide managerial leadership to the development and implementation of a Division strategic planning process.

Budgeting, contracting and grants management, and legislative processes sufficient to ensure compliance and efficient use of resources and make legislative proposals to achieve program initiatives

##### Skill in:

Analytical skills and written communication sufficient to interpret and draft policy and statute language, and to research and analyze complex policy and program issues.

Oral communication skills sufficient to mobilize action to achieve organizational goals, coach and advise other program staff, facilitate meetings, make presentations, negotiate disputes, and testify before the legislature.

Human relations sufficient to build networks of colleagues throughout the public sector; to effectively persuade clients and other governmental officials; and to deal effectively with complex and oftentimes, competing relationships and political agendas. Human relation skills sufficient to understand, develop, motivate, collaborate with and lead others.

Negotiation and mediation skills sufficient to resolve differences between competing or different positions and to influence the endorsement, acceptance and priority for agency positions and policies.

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Ability to:

Write reports, correspondence, and memoranda sufficient to clearly communicate, promote, and justify division initiatives, outcomes, and/or policies.

Develop and promote the Division's strategic direction and initiatives to agency leadership.

Interpret, evaluate, and assess the impact of policy, legislative, and legal changes on division initiatives.

Evaluate the effectiveness of the Division programs and make recommendations for changes.

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Rev.: 10/10

TC: 07/07

Former Title(s) : State Programs Administrator  
Manager Senior