

## **STATE PROGRAM ADMINISTRATOR SUPERVISOR**

### KIND OF WORK

First of four classes in a series of classes performing professional supervisory program administration work of a complex or technical nature.

### NATURE AND PURPOSE

Under general supervision, an employee in this class supervises state employees responsible for supporting well defined programs or processes that are of a recurring or ongoing nature of an individual state public program. Serves as a liaison within a functional area, directs work of others to meet program goals, and performs compliance assurance activities. Employees supervised under this classification may be reviewing administrative processes for accuracy, or compliance with reporting, legal or administrative requirements. Performs other duties 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 public sensitivity and scrutiny, organizational structure and complexity, etc. These 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 Supervisor (SPAS): Employees in the SPAS classification provide the day-to-day supervision of state employees who perform tasks such as identifying current sources of data and information and collecting and verifying the information of a state public program.

The SPAS classification also supervises employees who organize and prepare supporting documentation reports, and have discretion to administer a narrowly defined program independently, and may work in partnership with higher-level program supervisors or subject matter experts to administer more complex or broader programs.

The SPAS may assist in budget preparation as well as monitors unit expenditures to ensure they are within established budget parameters.

State Program Administrator Supervisor Senior (SPASS): The State Program Administrator Supervisor (SPAS) classification differs from the State Program Administrator Supervisor Senior (SPASS) classification because employees in the Senior class supervise employees who operate in a non-recurring environment, identifying and evaluating information for applicability to a particular program or eligibility group. The Senior supervises employees who are delivering report results in oral presentations, preparing draft reports and responsible for final drafts of reports.

SPASS positions administer current programs where work extends to planning and developing activities; recommending policies and standards to improve program efficiency; and independently draft budgets for submission/review. SPASS may also recommend long-range budgetary change levels as needed to support program operations.

### OPTIONS:

Most unlimited classified positions in this class have class options.

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### Class Specification

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

Supervises state employees in accord with labor agreements and M.S. 179A.03 and ensures that program staff will effectively perform assigned job duties by directing the work of others; assigning and controlling the flow of work; writing and revising position descriptions; training; recommending hiring and disciplinary actions; and by conducting performance evaluations.

Assists other supervisors, paraprofessionals as well as other incumbents with reviewing program progress reports to determine if the program is achieving its objectives by receiving and reviewing periodic monitoring reports; retaining program records and files as specified by regulation; collecting and preparing data, analyzing, and organizing program activity data.

Advises agency or government 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.

Drafts policy and procedures manuals or other instructional materials to detail state program procedures; assists other supervisors or program staff with determining the layout of information and crafting of charts, graphs.

Initiates and develops procedures to improve or revise the processing of information by reviewing automated data processing procedures; by evaluating input and corrections procedures and communicating operating requirements to other personnel.

Directs program staff to collect and input data into financial reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements so that other staff may prepare budgets for program requests, financial plans and expenditure reports.

Assists members of a training/education team with implementing and conducting training on a locally delivered program.

Serves as a liaison for a program between contract vendors and agency personnel so that coordinated uniform requirements are met in a timely manner.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Current state and federal law, regulations and procedures related to the program(s) supervised sufficient to carry out the duties of the position and instruct subordinates.

Supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance, and discipline reporting program staff.

Computer database management and maintenance sufficient to provide oversight to the collection and organization of data for presentation to staff or management.

Governmental budgeting and legislative processes sufficient to speak to individual program activities and to communicate to higher level supervisors who propose legislative initiatives.

Administrative procedures sufficient to serve as a technical expert to higher level supervisors or subject matter program administrators crafting changes or establishments in policy.

Administration principles sufficient to assist with implementation and evaluation of public program and financial reporting systems.

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Project planning and operations sufficient to organize and direct a diverse work group or ad hoc groups of staff on projects and assist with negotiating for all human, financial and technology resources needed for successful completion of the project.

Skill in:

Human relations sufficient to establish and maintain a work environment in which tight deadlines, high volume of caller or caseload work, and conflicting priorities are routine aspects of the job.

Oral communications sufficient to professionally interact with persons making inquiries about the program, or those wishing to make a complaint.

Ability to:

Exercise sound judgment in independent decision making and establishing priorities.

Read and comprehend public administration literature and program bulletins, manuals, rules, etc., sufficient to deliver detailed technical information on financial and program reporting systems to a wide variety of customers.

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

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T.C.: 7/07

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Former Title(s): State Programs Administrator Supervisor