

STATE PROGRAM ADMINISTRATOR SUPERVISOR PRINCIPAL

KIND OF WORK

Third of four classes in a series of classes performing advanced professional supervisory program administration work which is both comprehensive and technical in nature.

NATURE AND PURPOSE

Under limited supervision, an employee in this class administers state program activities and supervises state employees performing technically complex work and administrative processes. Employees supervised under this classification may be leading workgroup and/or committees and also have the ability to review and analyze legislation. Provides various final approvals within functional area; oversees alignment of several functional areas. 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 Senior (SPASS): The State Program Administrator Supervisor Principal (SPASP) differs from the State Program Administrator Supervisor Senior in that SPASS independently drafts budgets for submission or review. The SPASS may also recommend long-range budgetary change levels as needed to support program operations.

Responsibility for the SPASP includes making recommendations to higher-level administrative employees to assign special conditions and/or terminate program services.

The SPASS work assignments may be a variety of recurring, ongoing and non-recurring in nature.

While the SPASS does have the authority to administer multiple program activities and projects, an incumbent in this class would not have the discretion to consolidate those activities without the input of a SPASP or higher level administrator.

State Program Administrator Supervisor Principal (SPASP): Employees in this class can independently submit budgets and may administer/monitor budgets for several work units or program areas.

Responsibility for the SPASP includes effectively making recommendations to higher-level administrative employees to assign special conditions and/or terminate program services as well as the authority to withhold services and/or corrective action in cases of noncompliance.

The SPASP work assignments are typically non-recurring new and complex.

State Program Administrator Director (SPAD): The State Program Administrator Supervisor Principal differs from the State Program Administrator Director because positions at the SPASP level are responsible for a program area or function of moderate breadth and supervision of staff spanning the clerical to mid-level professional and entry-level supervisory ranks. The SPAD provides broader

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administrative direction for a program area or function and is less technical than the SPASP. The SPAD's span of supervision may include mid and entry-level supervisors.

The SPAD works under administrative direction with the authority to perform evaluation, development and administration of programs or implementation. The SPASP does not perform under this administrative direction, but under limited supervision.

OPTIONS:

Most unlimited classified positions in this class have class options.

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; assigning and controlling the flow of work; writing and revising position descriptions; training; recommending hiring and disciplinary actions; and by conducting performance evaluations.

Audits and evaluates program progress reports of subject matter experts or other professional staff to determine if the program is achieving its objectives by receiving and reviewing periodic monitoring reports; contacting clients and proposing solutions to resolve problems discovered during the evaluation (may include amending current reports, etc.); retaining program records and files as specified by regulation; collecting, analyzing, and organizing program activity data.

Plans and develops program administration activities to effectively and efficiently use fiscal and human resources by aligning these resources with program objectives and goals; working with higher-level supervisors in setting priorities for the program's staff; ensuring that operational procedures are developed and revised; and by estimating expenditures.

Participates in strategic planning, policy development and interdivisional or interagency special projects to improve the division's and/or department's operations.

Assists other supervisors in conceiving and achieving established goals and program objectives: by monitoring and reviewing the productivity of subordinate staff, by establishing training protocols as well as providing advice and guidance to project staff on interpretations of project objectives, systems and procedures, and by continued training.

Represents the agency at meetings with other governmental officials to provide information to both governmental officials and clients by functioning as an information clearinghouse for program questions.

Anticipates, investigates, and addresses potential impasses or problems (e.g., staff, resources, technical, or system); identifies and addresses unintended consequences of change.

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; and preparing documentation to track, evaluate and archive the results.

Prepares higher-level managers and directors who testify before departmental policy committees and recommends appropriate action in the areas of project funding, special stipulations and program administration.

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Consolidates multiple public program activities to ensure their efficient and effective administration by integrating findings of several work groups. Oversees that all consolidations are aligned with other types of contracts, interagency agreements and statute/law/procedures.

Develops and implements financial reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements by preparing budget proposals for all program requests, financial plans and expenditure reports.

Analyzes legislative proposals and drafts bill summaries that address agency issues, and for programs designed to serve the needs of a program.

KNOWLEDGES, 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.

Governmental budgeting and legislative processes sufficient to consolidate multiple program activities and to propose legislative initiatives to meet current and future program needs.

Law and administrative procedures sufficient to serve as a technical expert before departmental policy committees and other public forums.

Public policy and administration principles sufficient to design, implement and evaluate public program and financial reporting systems.

Fiscal and accounting practices sufficient to direct budget and finance related processes including accounting and procurement systems.

Skill in:

Human relations sufficient to build networks of colleagues throughout Minnesota government employees; sufficient to effectively influence and motivate clients and other governmental officials through understanding complex and oftentimes, competing relationships and political agendas. Human relations skills are critical to understand, develop, persuade, motivate, collaborate with and lead others.

Organization and time management sufficient to lead and coordinate the work of multiple program staff in different environments and work locations in an efficient manner.

Use of principles and techniques of database development, management and multi-purpose utilization in an efficient manner.

Oral communications sufficient to mobilize action to achieve organizational goals, to coach and advise other program staff, to speak to individuals and groups to resolve differences of opinion and to prepare and deliver presentations, on behalf of the state to other public forums.

Ability to:

Edit, comment and provide guidance to staff who write reports, bulletins, procedures, rules, and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.

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Former Title(s): State Programs Administrator Supervisor
Principal