

State Program Administrator Manager Principal

KIND OF WORK

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

NATURE AND PURPOSE

Under general administrative direction by a department head or division director, employees in this class perform a variety of administrative program management functions, including agency-wide strategic planning and setting strategic direction; agency-wide coordination of program development, including policy analysis, development and implementation; and/or coordination of agency activities with those of state, regional and federal advisory committees or other states and local agencies with similar targeted or related programs. Develops and recommends budgetary and legislative proposals including new and revised statute, rules, policies, procedures, and budget requests. Recommends policy alternatives to resolve controversial, sensitive, and complex issues. Provides expert advice and guidance to agency leadership and managers. 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 Senior (SPAMS): The State Program Administrator Manager Principal (SPAMP) classification differs from the State Program Administrator Manager Senior (SPAMS) because while employees in the Senior (SPAMS) classification manage and/or integrate programs or functions across divisions and have broad discretion, independence and understanding of policy and program issues, employees in the Principal (SPAMP) class have 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; provide expert consultation to other persons, groups, and agencies internal and external to the Department, and often are 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.

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.)

Manages and establishes goals and objectives for the program(s) in accordance with agency strategic plans.

Reviews and coordinates efforts of departmental personnel in the development of new programs to ensure consistency with established goals.

State Program Administrator, Principal

Class Specification

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Serves as a member of the agency management team, participates in departmental policy committees and represents the agency on inter-agency work teams, task forces and commissions.

Designs and implements methods of assessments, initiative, and evaluations to assure quality service and compliance with the law.

Oversees the development and analysis of statistical information and data related to legislative directives.

Provides consultation and serves as agency liaison with other state agencies, the legislature, the legal community, and the general public to promote an understanding of services and mission.

Represents the agency at the state and national level; coordinates and facilitate discussions on issues of significance that involve multiple agencies or have statewide policy impact.

Leads and directs the development, promulgation and implementation of new rules and statutes that have an impact on the program(s) and ensure consistency is provided for their compliance, interpretation and communication.

Serves as the agency's legislative budget fiscal analyst and consultant so that expert technical advice, guidance and strategies are provided to the agency's senior management team, managers and work group on the development of the agency's legislative budget.

Recommends policy changes to make the most effective use of resources toward accomplishing program goals and objectives by leading major policy discussions at the executive level, across agencies or through intergovernmental committees/task forces.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles of administrative management sufficient to plan, organize, and direct human and fiscal resources to achieve full productivity under changing circumstances.

Legislative processes, procedural and political, sufficient to direct budgetary preparation and administration of appropriate funds, and to respond to requests from legislators.

Public policy analysis and development, agency organizational responsibilities and legislative mandates sufficient to recognize the agency's vision, values, and obligations; identify problems and recommend and integrate solutions.

Strategic planning sufficient to guide critical resource and program activity decisions through political processes that include many levels within and outside the agency, other state and local agencies, various organizations, community groups and/or other stakeholder groups.

Project administration sufficient to analyze cost-benefit considerations, design, plan, establish time and cost controls, monitor progress and evaluate project results.

Skill in:

Human relations sufficient to build networks of colleagues across state and local agencies; to effectively persuade agency leadership, and program recipients and stakeholders; and to deal effectively with complex and

oftentimes competing relationships and political agendas on a statewide or national level. Human relation skills sufficient to understand, develop, motivate, collaborate with, persuade, and lead others.

Effective presentations, group facilitation, and public speaking sufficient to professionally represent the program(s) and address various and diverse (external and internal) groups, organizations and media.

Advanced analysis sufficient to conduct public policy and programs analysis, management analysis or fiscal analysis for complex policy and program issues.

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 policy.

Ability to:

Build consensus on often sensitive issues, create win-win situations to resolve disagreements and disputes, and lead the discussion of program objectives and needs.

Evaluate the effectiveness of programming and make recommendations for changes.

Interpret, evaluate and assess the impact of policy, legislative, and legal changes that impact the program.

Conduct focused research, such as public policy and/or financial issues, to generate accurate data for the program and legislative decision making.

Write reports, publications and memoranda sufficient to clearly communicate technical subjects to a diverse audience.

Work collaboratively to develop strategic directions for programs and processes that are supported by sound analysis.

Solve problems in a manner that is sensitive to organizational structures, cultures and practices as well as the needs of groups and individuals.

Est.: 05/00

Rev.: 10/10

TC: 07/07

Former Title(s) : State Programs Administrator
Manager Principal