

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Human Services Program Specialist II**

**Class Code: 51694**

**Pay Grade: GK**

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### **A. Purpose:**

Develops and administers human services programs to include comprehensive and strategic planning; directing provider and task force activities; writing administrative rules, policies, and procedures; negotiating contracts; supervising professional staff; and budgeting funds for service providers to ensure the state meets federal requirements in the provision of human services.

### **B. Distinguishing Feature:**

Human Services Program Specialist II develops human service programs, administers field based rehabilitation programs, or supervises professional staff.

Human Services Program Specialist I implements and monitors human service programs and advocates for recipients of those services.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Develops programs to ensure the department meets federal requirements for the development and implementation of human services.
  - a. Reviews federal regulations and requirements.
  - b. Meets with consumer organizations and task force members to assess current condition and needs.
  - c. Plans and coordinates activities of the task force.
  - d. Assists in drafting legislation.
  - e. Determines expenditures and reporting requirements.
  - f. Establishes contracts with consultants.
  - g. Designs specific components of services.
  - h. Completes federal reports.
  - i. Approves expenditures for equipment or services outside of standard fee schedules.
2. Develops administrative rules, polices, and procedures to avoid duplication or gaps and ensure existing rules or regulations will not be violated.
  - a. Meets with consumer organizations and task forces.
  - b. Suggests and gathers information and ideas.
  - c. Drafts rules, regulations, and polices, and cross-references them with existing federal regulations.
3. Initiates, writes, and submits federal grants applications to fund programs and provide centers with necessary funding.
  - a. Reviews federal regulations.
  - b. Establishes program direction and objectives.
  - c. Prepares program budgets.
  - d. Directs centers on how to apply for grant dollars.
  - e. Reviews grant applications.
  - f. Determines which center will receive grant dollars and how much.
  - g. Negotiates proposed expenditures and contracts with centers.
  - h. Approves and monitors grants.

4. May supervise subordinate staff to ensure that the objectives of the work unit are met.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary action.
  - e. Conducts performance appraisals and completes performance documents.
5. Administers field based rehabilitation programs to ensure adequate services are provided.
  - a. Provides budgetary control, staff development, and coordination of work.
  - b. Monitors program effectiveness.
6. Directs the management information and client data tracking systems to support informational needs and to complete state and federal reports.
  - a. Works with data processing and fiscal staff in the areas of system development and maintenance.
  - b. Implements staff training and information management.
7. Performs other work as assigned.

**D. Reporting Relationships:**

The incumbent may supervise Human Services Program Specialist Is who implement and monitor human service programs, other professional staff responsible for directing specific program activities or rehabilitation units and may direct the activities of consultants hired to research issues, gather data for program development, and monitor service providers.

**E. Challenges and Problems:**

Challenges include developing human services programs. This is difficult because of the need to merge with other state agency programs providing a complex network of services. Also challenging is establishing rules, policies, and procedures that allow a service provider to meet service needs while ensuring accountability.

Problems include compliance issues, complaints on the provision of services, federal grants being eliminated or reduced, continuous changes in federal regulations, monitoring budget activity, and allotting limited funds between competing needs for human services programs.

**F. Decision-making Authority:**

Decisions include how to develop programs; what technical assistance to provide in improving programs; allowable expenditures in contracts with providers; development of administrative rules, regulations, and procedures; identification of needs, content, budget, and objectives for grants; the utilization of block grant funds; compliance with contract provisions and service standards; and the interpretation of state and federal laws and regulations.

Decisions referred include final approval of administrative rules, regulations, and procedures; and grants before submission, contracts, and the allocation or reallocation of funds between programs.

**G. Contact with Others:**

Daily contact with consumers, advocates, and service providers to monitor the delivery of services and provide technical assistance, and with other agencies for the coordination of services and consultation; and weekly contact with human service professionals from out-of-state to give and receive information.

#### **H. Working Conditions:**

The incumbent works in a typical office environment and requires travel.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- applicable state and federal laws, rules, and regulations;
- human service programs;
- clients being served;
- program administration procedures;
- grant development and administration;
- technical knowledge of assigned programs.

Ability to:

- work effectively and efficiently with other staff and community organizations;
- identify dysfunctional relationships and environmental conditions;
- exercise sound judgement in the performance of assigned responsibilities;
- write meaningful, concise, and accurate reports and correspondence;
- analyze data and information and draw conclusions;
- train and advise program staff and service providers;
- assess program effectiveness.