

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Game, Fish, and Parks Program
Specialist**

**Class Code: 90591
Pay Grade: GJ**

A. Purpose:

Develops content areas and resources for an assigned program, provides technical assistance to staff and users, monitors approved grants or federal funding; and prepares mandatory reports, records and files to ensure activities are properly conducted, appropriate services are delivered, and program implementation complies with state and federal laws and regulations.

B. Distinguishing Feature:

Game, Fish, and Parks Program Specialists administer a program or several small programs on a statewide basis including interpreting state and federal regulations; developing long- and short-term goals and preliminary grant proposals; developing and interpreting applicable department regulations; approving grant applications, funding, and claims submitted by agencies or vendors; training and monitoring staff; preparing and administering budgets; and addressing issues relevant to the program.

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 program guidelines and provides administrative support to ensure delivery of services, and program procedures and guidelines are in compliance with state and federal laws and regulations.
 - a. Promotes program services through public presentations and appearances, media, personal contact, and serving on various committees and task forces.
 - b. Develops an annual plan of program productivity and delivery of services and recommends performance goals.
 - c. Develops resource materials for content areas, and policy and procedure manuals for program operation.
 - d. Develops and writes training and operational manuals and instructional materials for field staff and the public, and recommends training needs for staff and users of services.
 - e. Locates and investigates grant sources.
 - f. Compiles preliminary budget requests for assigned programs.
 - g. Acts as liaison between the program and other organizations and individuals to identify needs and negotiate and implement services and programs.
2. Implements and monitors program services to ensure consistent and equitable application of program guidelines and appropriate services to program users.
 - a. Evaluates grant and program applications and prepares recommendations for review boards.
 - b. Conducts on-site reviews of program activities, reviews reports and records, recommends and monitors corrective measures.
 - c. Monitors approved grants and expenditures, completes reports and maintains files, and develops and administers project budgets as necessary.
 - d. Collects, analyzes, interprets, and disseminates data measuring program effectiveness.
 - e. Develops changes in program components, operations, and delivery systems; and implements approved changes.

- f. Prepares and provides plans and reports reflecting field activities.
- 3. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director, an Exempt Program Administrator, a Division Staff Specialist, or a Wildlife Program Administrator. Does not supervise.

E. Challenges and Problems:

Challenged to monitor and evaluate, and upgrade and improve services being offered and delivered. This is difficult because of limited time and manpower, limited resource materials and information, and financial constraints.

Problems include ensuring field staff and users are adequately trained, consistent application of policies and procedures, and requests are being met; recruiting, training, rewarding, and disciplining volunteers; resolving audit exceptions; and explaining project rejections.

F. Decision-making Authority:

Decisions include determining corrective actions on compliance issues, policy interpretations, criteria by which projects operate, whether users are in compliance with program guidelines, staff and user training needs, schedule of on-site reviews, procedures and scope of investigations of complaints, costs eligible for reimbursement, and grant application formats; and recommendations on resolution of compliance issues, program changes, and projects to be funded.

Decisions referred include final approval of expenditures outside established budget, grants, written reports, legal issues, proposed rules or legislation, changes to or new policies, civil damages, priority of investigations, deleting or transferring projects, and policy interpretations which are challenged.

G. Contact with Others:

Daily contact with staff and service users to interpret policy, answer questions, and monitor problem areas; and with the general public to provide program information and resolve complaints; frequent contact with professional in the assigned field to provide technical assistance, obtain program information, exchange policy interpretation, and coordinate services.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- federal and state laws, rules, and regulations applicable to assigned program activities;
- department policies and procedures for program development and implementation;
- public administration as it relates to program activities assigned;
- principles and theories of the program purpose, and the practices and procedures of implementation;
- demographics of communities and groups receiving services;
- legislative processes and deadlines, and rules promulgation procedures;
- principles of human relations and external communication.

Ability to:

- interpret and comprehend agency policies and procedures;
- gather, interpret, report, and use information concerning assigned activities;
- assess program effectiveness and recommend changes or alternatives;
- train and provide guidance to staff and service users;
- write grant proposals, preliminary budget requests, and reports;
- establish and maintain effective working relationships with staff and the public.