

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> ODJFS Program Administrator	<b>SERIES NO.:</b> 6429
	<b>MAJOR AGENCIES:</b> Department of Job & Family Services only	<b>EFFECTIVE DATE:</b> 02/28/2010

**SERIES PURPOSE:**

The purpose of the ODJFS program administrator occupation is to direct & administer assigned program area within Ohio Department of Job & Family Services (i.e., ODJFS) on statewide basis.

At the first level, incumbents serve as assistant program administrator in assigned area of program/division.

At the second level, incumbents direct & manage activities within assigned program/division.

Note: This series is designed exclusively for Department of Job & Family Services.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
ODJFS Program Administrator 1	64291	15	02/28/2010

**CLASS CONCEPT:**

The first administrative level class works under administrative direction & requires thorough knowledge of employment services management & administration in order to serve as assistant program administrator & assists higher-level program administrator in planning & developing program activities & to evaluate & coordinate activities of assigned program area, or to do all of preceding & supervise staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
ODJFS Program Administrator 2	64292	16	02/28/2010

**CLASS CONCEPT:**

The second administrative level class works under administrative direction & requires thorough knowledge of employment services management & administration in order to serve as program administrator & direct entire operations of assigned program area, or to do all of preceding & supervise assigned staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
ODJFS Program Administrator 1	64291	EX	02/28/2010	15

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as assistant program administrator & assists higher-level program administrator in planning & developing program activities & evaluates & coordinates activities of assigned program area, directs implementation of policies & procedures & serves as liaison & coordinates information (e.g., report status; federal & state rules & guidelines changes; management needs) between program administrator & staff &/or other agencies & private sector &/or general public, or to do all of preceding & supervise staff.

Assists in planning, developing & implementing division goals & objectives & advises program administrator of progress &/or problems; interprets state & federal regulations; recommends changes in internal policies & procedures; monitors progress of employment services offices in meeting established performance standards, recommends corrective steps & coordinates technical assistance or other resources as needed.

Assists with budget for assigned program & analyzes expenditures to assure compliance with budget; informs program administrator of & makes recommendations regarding staffing needs.

Advises program administrator on policy issues; recommends changes in state &/or federal law & agency policies & procedures; confers with U.S. Department of Labor (i.e., DOL) representatives regarding policy matters & program & services; promotes customer relations with internal & external customers (e.g., DOL; job seekers; employers; general public); attends &/or represents program administrator at meetings & conferences; operates computer terminal &/or personal computer to enter, retrieve, edit or verify data.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public or business administration; state &/or federal laws & regulations governing assigned division/program area (e.g., employment services; social services programs); supervisory principles/techniques; managerial principles/techniques; public relations. Skill in operation of computer terminal &/or personal computer\*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & federal regulations manual; handle sensitive contacts with internal &/or external entities; write meaningful, concise & accurate reports. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, thinking strategically, demonstrating intellectual capacity, leveraging organizational resources, innovating, managing projects, solving problems, & acting decisively.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in public or business administration, social science or human resource management; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in managerial principles/techniques.

-Or 36 mos. trg. or 36 mos. exp. in delivery of employment & training related government programs, community or private industry human resource programs; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
ODJFS Program Administrator 2	64292	EX	02/28/2010	16

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Serves as program administrator, directs entire operations of assigned ~~division~~program area on statewide basis, implements assigned program & ensures compliance with applicable state & federal laws & agency rules, regulations, policies & procedures, or does all of preceding & supervises assigned staff.

Develops & implements program changes to meet current needs &/or changes in state & federal law; assists in drafting legislation related to assigned program area; outlines/defines goals, objectives & performance standards of assigned program area; determines staffing needs & identifies staff from operating & support areas that will be utilized during particular phases of projects/programs.

Represents agency at meetings &/or seminars; administers recordkeeping & reporting systems; investigates & resolves complaints &/or grievances; manages administrative budget for assigned program; authorizes payment of invoices; prepares program reports; operates computer terminal &/or personal computer to enter, retrieve, edit or verify data.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public or business administration; state &/or federal laws & regulations governing assigned division/program area (e.g., employment services; social services program); supervisory principles/techniques; managerial principles/techniques; public relations. Skill in operation of computer terminal &/or personal computer\*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & federal regulations manual; handle sensitive contacts with internal &/or external entities; write meaningful, concise & accurate reports. Demonstrated competence in the following: acting with integrity, adapting for impact, building productive relationships, continuously improving quality, developing self, focusing on customers, valuing cultural diversity, developing staff & others, fostering team development, directing & measuring work, making effective decisions, managing priorities, managing change, navigating organizational politics, cultivating vision & purpose, thinking strategically, demonstrating intellectual capacity, leveraging organizational resources, innovating, managing projects, solving problems, & acting decisively.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in public or business administration, social science or human resource management; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques; 24 mos. trg. or 24 mos. exp. in managerial principles/techniques.

-Or 48 mos. trg. or 48 mos. exp. in delivery of employment & training related government programs, community or private industry human resource programs; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques; 12 mos. trg. or 12 mos. exp. in managerial principles/techniques.

-Or 12 mos. exp. as ODJFS Program Administrator 1, 64291.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.