

HEALTH AND HUMAN RESOURCES SPECIALIST

Nature of Work: Under general supervision, performs work at the full-performance level by providing development of program, as well as associated policy and procedures based on standards and regulation, administrative oversight of and complex technical assistance with a program or a particular major component of a statewide program, or major technical area specific to or characteristic of the Department of Health and Human Resources. Assures compliance with federal, state, and local regulations governing the program or technical area. Uses independent judgement to determine appropriate action taken to achieve desired results. Has responsibility for providing consultation on highly complex individual problem situations. Develops and delivers training programs related to assigned program or component. Monitors and evaluates the operation of the assigned program or program component. Exercises considerable latitude in determining approaches to problem solving. Work may be performed independently and/or in conjunction with other program or technical area staff. Performs related work as required.

Distinguishing Characteristics: The Health and Human Resources Specialist is distinguished from the Health and Human Resources Associate by the responsibility for development and management of a statewide program or operational area or a significant segment of a major statewide program or operational area. This class is distinguished from the Health and Human Resources Specialist, Senior, by the fact that although the Specialist may oversee clerical or support staff in relation to the completion of his/her own work, this class does not function in a regularly assigned lead or supervisory capacity over professional classes as a significant segment of their total assignment nor does he/she have responsibility related to entire programmatic or operational systems.

Examples of Work

Analyzes laws and regulations governing program or technical area and applies them appropriately to resolve problems and assure compliance.

Interprets laws and regulations governing program or technical area for participants and staff.

Monitors changes in laws and regulations and advises participants and other staff.

Confers with inter- and intra-agency personnel to transact business or discuss information.

Collaborates on determining need for changes in procedures, guidelines, and formats; devises resolutions and changes, and monitors success.

Drafts program manuals, clarifying the wording and describing new procedures, etc., accurately.

Represents the program in the area of assignment with the agency and outside entities.

Has contact with federal, state, local program representatives and participants, or technical area personnel.

Completes related reports; may compile special and/or statistical reports, analyzing data and interpreting results.

May oversee the work of support staff or other specialists in relation to the completion of specific assignments.

Knowledges, Skills and Abilities

Knowledge of the rules, regulations, policies, and procedures of the Department of Health and Human Resources.

Knowledge of the federal and state regulations, laws and statutes governing program or technical area.

Knowledge of the objective of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the Department and other user entities.
Ability to analyze situations, problems and information and develop appropriate responses and resolutions.
Ability to communicate well, both orally and in writing.
Ability to represent area of assignment and to provide consultation on program or Department concerns.
Ability to synthesize information and provide interpretation.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four-year college or university.

Substitution: Additional experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Two years full-time, equivalent part-time paid or volunteer experience in a technical or program area that is related to the area of employment.

Substitution: Post-graduate education in a field related to the technical or program area may be substituted for the required experience on the basis of fifteen semester hours for one year of experience.

OR

Master's Degree in social work from a regionally accredited social work program in a four-year college or university.

Note: Appointment above the entry rate may be made at 5% for each 6 months of successfully completed work as an intern in a practicum placement with Department of Health and Human Resources for the Master of Social Work degree.

Special Requirement for the Commission for the Deaf and Hard of Hearing.

Training: Bachelor's degree from a regionally accredited college or university in Interpreting/ASL Linguistics.

OR

Experience: Seven (7) years of full-time or equivalent part-time paid or volunteer interpreting experience on an ongoing basis in educational, legal, medical, vocational and other settings for Deaf, Hard of Hearing or Deaf Blind.

Certification: Certified as an interpreter by the Registry of Interpreters for the Deaf (current or valid) Certification of Interpretation (CI) and Certificate of Transliteration (CT), or Comprehensive Skills Certificate (CSC), or Reverse Skills Certificate (RSC); or Certified Deaf Interpreter (CDI) or Certified Deaf Interpreter-Provisional (CDI-P); or be certified by the National Association of the Deaf (Level V only).

Special Requirement for the West Virginia Cancer Registry.

Certification: For West Virginia Cancer Registry cancer surveillance positions, applicant must hold the Certified Tumor Registrar (CTR) credential **OR** be eligible to take the CTR exam, within two years of employment date, as determined by the National Cancer Registrars Association **OR** have five (5) years of cancer registry work experience.

AREAS OF ASSIGNMENT

Behavioral Health
Community Health
Emergency Medical Services
Environmental Health
Health
Health Facilities Licensure and Certification
Health Planning
Health Promotion
Interpreter for the Deaf and Hard of Hearing
Investigation
Legal
Rural Health
Social Services
Volunteer Services
Cancer Registry

Established: 8/20/92

Revised: 2/10/93; 6/1/93; 7/29/93; 10/4/95; 8/23/96; 5/24/99, 10/30/2000, 11/26/2007,
10/1/10, 12/2/10

Effective: 12/2/10