

**EMPLOYMENT PROGRAMS SPECIALIST, SENIOR****Nature of Work**

Under general supervision, performs work at the advanced level by providing administrative coordination of and complex technical assistance in a component of a major statewide program, a statewide program in its entirety, or a major technical area specific to or characteristic of the Bureau of Employment Programs. Acts as liaison to facilitate problem resolution and assure compliance with federal, state, and local regulations, laws, policies, and procedures governing the program or technical area. Uses independent judgment in determining action taken in both the administrative and operational aspects of the area of assignment. Exercises considerable latitude in varying methods and procedures to achieve desired results. May supervise or act as lead worker. Performs related work as required.

**Distinguishing Characteristics**

The Employment Programs Specialist, Senior is distinguished from the Employment Programs Specialist by the broader scope of administrative oversight and responsibility for planning and operational aspects of program or technical area. This level may function in a lead or supervisory capacity.

**Examples of Work**

- Interprets federal and state laws, regulations, and guidelines for staff which provides services; guides others in developing and utilizing plans and recommends methods of improvement.
- Effects or recommends operational changes to facilitate efficient and effective accomplishment of goals or delivery of service.
- Informs director of technical area, program, or service deficiencies and recommends improvements.
- Consults with other program or technical area staff, supervisors, or managers concerning projects and priorities.
- Develops rules, policies, and legislation regarding specific work projects.
- Reads, reviews, and responds to correspondence or distributes to appropriate staff.
- Develops research, information, or training programs.
- Evaluates program or technical area effectiveness.
- Writes, edits, or contributes to policy and procedure manuals.
- Has contact with federal, state, local program representatives and officials, Bureau management and staff, and legislature.
- Plans and develops budget requests and short- and long-range work plans.
- May lead or supervise professional and/or support staff.

**EMPLOYMENT PROGRAMS SPECIALIST, SENIOR (CONT'D)**

**Knowledge, Skills and Abilities**

- Knowledge of the rules, regulations, policies, and procedures of the Bureau of Employment Programs.
- 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 Bureau and other user entities.
- Ability to plan and coordinate work, plan and project budgeting needs, and organize work and projects.
- Ability to analyze situations, problems, and information and develop appropriate responses and resolutions.
- Ability to communicate well, both orally and in writing.
- Ability to assign, direct, and review the work of others.

**Minimum Qualifications**

- TRAINING Graduation from an accredited four-year college or university.
- SUBSTITUTION Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.
- EXPERIENCE Four years of full-time or equivalent part-time paid experience in providing technical or programmatic assistance to staff, users or participants in an employment programs related area. Two years of the qualifying experience must have been at a level consistent with the work performed at the Employment Programs Specialist level.

Established: 4/16/92  
Effective: 6/1/92