

CLASS SPECIFICATION FOR
Management Specialist II

GENERAL STATEMENT OF DUTIES: Performs professional management duties involving agency planning and designing of systems; collecting and analyze data for monitoring and compliance and for reporting; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for coordinating agency planning, management, and monitoring of activities related to complying with County policy and State mandates and directives. The employee demonstrates knowledge of the department's program delivery system and of current issues in the field and may work with or counsel program participants. The incumbent works independently on most projects, receiving general direction and supervision from his/her immediate supervisor or program manager.

EXAMPLES OF WORK (illustrative only):

- ◆ Coordinates agency planning and program activities as relate to compliance with State-mandated directives, policies and requirements;
- ◆ Revises and updates agency planning schedule, and monitors planning/accountability cycles to ensure completion dates are met;
- ◆ May be responsible for program management or coordination;
- ◆ Works with agency program managers to develop policies and procedures to implement plans and trains staff on policy implementation;
- ◆ May work with program participants or volunteers, providing counseling, direction or supervision;
- ◆ Maintains agency or program inventories, records and statistics;
- ◆ Maintains agency policy and procedure manuals, revising and distributing materials and monitoring policy development within the agency to ensure consistency and uniformity;
- ◆ Supervises the program implementation of State planning requirements and licensure regulations;
- ◆ Coordinates quality assurance preparation in anticipation of site visits by State compliance surveyors;
- ◆ Prepares reports to agency managers concerning plan development and related planning activities;
- ◆ Evaluates extent to which agency plans are implemented and objectives are achieved by program staff;
- ◆ Organizes and coordinates public hearings;
- ◆ Serves as agency liaison to County Planning Office, public groups and/or state agencies;
- ◆ May assist with crisis/emergency prevention, response and intervention;
- ◆ Prepares special reports as requested;
- ◆ Performs related management work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of techniques in planning, management, and statistical work, and familiarity with forecasting techniques; ability to systematically compile data and to interpret and report findings; ability to establish and maintain effective working relationships with staff and governmental representatives; proven ability to communicate effectively orally and in writing; ability to work with a high degree of independence and to organize work to meet deadlines; familiarity with and ability to use a personal computer.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree and one (1) year of work experience related to the program or services to which assigned; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.