

**CLASS TITLE: ASSISTANT ADMINISTRATOR/
MONITORING AND COMPLIANCE**

**Class Code: 02822700
Pay Grade: 29A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform technical work assisting in the planning, coordinating and monitoring procedures and policies of the Division of Substance Abuse for the purpose of requiring substance abuse treatment programs to conform to state and federal funding criteria; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed upon completion for conformance to policies, rules and regulation.

SUPERVISION EXERCISED: As required, supervises and reviews the work of subordinate personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform technical work assisting in the planning, coordinating and monitoring procedures and policies of the Division of Substance Abuse for the purpose of requiring substance abuse treatment programs to conform to state and federal funding criteria.

To assist in the formulation of policy development which has a direct effect on the licensing requirements of substance abuse programs.

To participate in selected on-site visits of substance abuse programs; to apply established monitoring protocols for the purpose of contract compliance.

To review the management and organization, record keeping systems and quality of care existing in substance abuse programs in order to insure compliance with federal and state regulations.

To review staffing patterns and personnel qualifications, to insure adequate staffing and proper personnel standards as well as client care services within substance abuse treatment programs.

To evaluate program strengths and weaknesses and to explain and recommend methods of ameliorating and correcting such deficiencies.

To be responsible for the development and preparation of written reports based on the monitoring visits to program treatment facilities and to make recommendations as appropriate.

To be responsible for monitoring and evaluating as well as providing technical assistance regarding existing substance abuse treatment programs and to develop new strategies and techniques to ensure compliance with state and federal requirements.

To make studies and prepare reports containing findings, analyses and recommendations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of program monitoring and compliance of a substance abuse treatment program; a thorough knowledge of state and federal regulations and funding requirements; a working knowledge of program management including quality assurance, staffing patterns and personnel criteria; the ability to evaluate services of substance abuse treatment programs and the ability to develop new techniques to improve and/or ensure program compliance; a working knowledge of community area treatment needs;

the ability to prepare studies and reports containing findings, analyses and recommendations; the ability to establish and coordinate effective working relationships with superiors, community organizations and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible position in a public or private human service agency involving program compliance, monitoring or grant management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 3, 1988

Editorial Review: 3/15/03