

**CLASS TITLE: CHIEF RESOURCE SPECIALIST**

**Class Code: 02709500**  
**Pay Grade: 31A**  
**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize and direct the work of a staff engaged in human resources planning and development on a statewide basis to assist community action agencies and other low income groups; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for satisfactory results and compliance with departmental policy.

**SUPERVISION EXERCISED:** Plans, directs, coordinates and reviews the work of a technical and clerical staff engaged in providing various human services.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, organize and direct the work of a staff engaged in human resources planning and development on a statewide basis to assist community action agencies and other low income groups.

To develop human services programs intended to foster the improved delivery of services by the state, local governments and public and private agencies and organizations.

To assist local non profit agencies in developing and implementing human service programs.

To identify short and long range human service delivery needs to formulate viable responses to those needs.

To administer financial assistance programs, direct service programs and training programs.

To plan and direct research studies and surveys concerned with the compilation, analysis and interpretation of statistics and data relating to poverty and human service programs.

To be responsible for providing information on available resources through which continuous programs of public assistance can be offered.

To maintain a constant awareness of federal and state legislation having an impact on poverty and human service programs and activities; to deal directly with federal agencies in the implementation of pertinent statutes.

To assist in the development of proposed legislation in the field of human services.

To oversee and be responsible for the training of subordinate staff in the various aspects of human services.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of federal and state laws relating to the initiation and implementation of human service programs; a thorough knowledge of state, federal, local and private resources dealing with various human problems; a working knowledge of the principles, practices and techniques of developing informational programs poverty oriented public and private agencies and organizations; the ability to plan, direct, supervise and review the work of a technical and clerical staff engaged in providing human services; the ability to develop programs and procedures to meet various poverty related needs; the ability to prepare clear and concise reports containing findings, analyses, conclusions and recommendations; the ability to establish and maintain effective working relationships with superiors, associates and federal, state, local and private agencies and organizations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Public Administration, Social Science or Planning; and

Experience: Such as may have been gained through: considerable employment in a highly responsible position supervising and performing complex technical, analytical, evaluative and liaison work in human resources planning and development.

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

Class Created: May 4, 1980

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