

CLASS TITLE: HUMAN SERVICES PROGRAM PLANNER

Class Code: 02708600
Pay Grade: 27A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for intra- and inter- departmental planning, policy development and/or evaluation in the field of child welfare or other human services for the purpose of providing improved services to clients served, improved planning for services availability and/or improved evaluation relative to services rendered; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with extensive latitude for exercising initiative and independent judgement; assignments are made in outline form and reviewed in process by consultation and upon completion for effectiveness, adequacy and conformance to established state and federal policies and law.

SUPERVISION EXERCISED: As required, may supervise the work of such research personnel as may be required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for intra- and inter- departmental planning, policy development and/or evaluation in the field of child welfare or other human services for the purpose of providing improved services to clients serviced, improved planning for services availability, and/or improved evaluation relative to services rendered.

To be responsible for performing or coordinating highly technical, analytical, evaluative and liaison work for the planning, development and evaluation of human service programs.

To be responsible for researching and developing public policy initiatives.

To be responsible for developing protocols and procedures for operationalizing the functions of a large statewide organization.

To design and develop or improve current or proposed programs or services.

To review and analyze state and federal laws and federal regulations to ensure agency compliance.

To plan, organize and direct research or feasibility studies of moderate complexity.

To facilitate task forces and work groups established to study various areas of public policy or agency operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of human services program planning as it relates to the development of programs and the ability to apply such knowledge; a working knowledge of the standard principles, practices and techniques of research as it applies to human services program planning and the ability to analyze data, draw conclusions and develop plans and programs based upon such data; a working knowledge of the federal and state laws relating to child welfare and/or other human services; the ability to facilitate task forces and work groups; the ability to develop and write protocols and procedures which comport with public policy, state and federal laws and regulations and good social work practices; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: employment in a responsible technical capacity in human services programs.

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

Class Created: June 3, 1988

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