

**CLASS TITLE: JUNIOR HUMAN SERVICES
POLICY AND SYSTEMS SPECIALIST**

**Class Code: 02710100
Pay Grade: 22A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To carry out, under supervision, technical and analytical evaluative liaison and supportive work for planning ongoing and development of human service programs, policies and systems on a statewide basis; to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a superior with some latitude for the exercise of independent judgement; work is monitored and reviewed in process and upon completion for accuracy and adherence to desired objectives.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To carry out, under supervision, technical, analytical, and evaluative liaison and supportive work for planning ongoing and development of human service programs, policies and systems on a statewide basis.

To provide assistance, under supervision, for the planning, organization, development and implementation of human services policies and systems in an electronic environment.

To assist in the preparation of needs assessment and grant requests relative to human service programs.

To provide supportive services in the implementation of social services system needs, such as but not limited to, participation in implementation of parent/child visitation and other related transportation and supervision/observation services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and techniques involved in the collection and organization of social and economic data used in the planning, development and operation of human resource programs; the ability to carry out, under direction, studies and surveys; the ability to analyze, evaluate data and make program planning recommendations; the ability to assist state, local and community organization officials, as well as the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: successful completion of at least two years of academic study in an accredited institution of higher education; and

Experience: Such as may have been gained through: employment in a social service agency involved in human resources development.

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

SPECIAL REQUIREMENT: At the time of appointment, must possess a valid Rhode Island driver's license.

Class Created: July 3, 1988

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