

CLASS TITLE: PRINCIPAL RESOURCE SPECIALIST

Class Code: 02709400
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To carry out extremely complex technical, analytical, evaluative, administrative and liaison work relative to the planning, development and implementation of human resources programs on a statewide basis; to assist agencies involved with serving the needs of minorities, low income or other disadvantaged or vulnerable groups, and to carry out programs or elements of programs serving the needs of low income or other disadvantaged groups or individuals; as required, to supervise the work of other personnel engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in outline form.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To carry out extremely complex technical, analytical, evaluative, administrative and liaison work relative to the planning, development and implementation of human resources programs on a statewide basis.

To assist agencies involved with serving the needs of minorities, low income or other disadvantaged or vulnerable groups, and to carry out programs or elements of programs serving the needs of low income or other disadvantaged groups or individuals.

To plan, organize and supervise subordinate personnel in mobilizing human and economic resources to aid and assist deprived citizens in achieving their full social and economic potential.

To direct and coordinate the activities of state, local and community organizations in stimulating an interest in developing the human resources of the state, and carry out a leadership role in these activities.

To administer programs directed at meeting the needs of minorities, low income, or other disadvantaged or vulnerable population groups or individuals to enable them to achieve their full social and economic potential.

To provide technical assistance to community action agencies and other organizations and groups in developing human resources programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of planning and developing human resources programs; a thorough knowledge of the methods and techniques involved in the collection and organization of social and economic data used in human resources planning; the ability to plan and organize planning studies and surveys and administer programs to meet the needs of low income, disadvantaged or vulnerable groups or individuals; the ability to plan, organize, supervise and review the work of subordinate personnel; the ability to establish and maintain effective working relations with state, local and community organization officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in social work, public administration or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position supervising programs serving low-income, disadvantaged or vulnerable population groups.

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

Class Revised: June 15, 1980

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