

CLASS TITLE: RESOURCE SPECIALIST

Class Code: 02709200
Pay Grade: 22A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform highly responsible technical, analytical, evaluative and liaison work for the planning and development of human resources programs on a statewide basis to assist community action agencies involved with the elderly, low income or other disadvantaged groups; 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 usually reviewed upon completion for effectiveness and adherence to desired objectives and results obtained.

SUPERVISION EXERCISED: As required, may supervise the work of clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform highly responsible technical, analytical, evaluative and liaison work for the planning and development of human resource programs.

To assist community action agencies involved with the elderly, low income and other disadvantaged groups.

To assist in the planning, organizing and mobilizing of human and economic resources such as food, housing, or manpower and economic development to aid and assist deprived citizens in achieving their full social and economic potential.

To work with state, local and community organizations in stimulating interest in, and to assist in planning, organizing and developing human resource programs.

To periodically analyze and evaluate ongoing manpower training and other human resource programs for the purpose of determining priorities and adjusting required funding levels.

To assist in providing technical assistance to community action agencies or low income groups in developing human resource programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and technique involved in the collection and organization of social and economic data used in the planning and development of human resource programs; the ability to make technical studies and surveys and to analyze and evaluate said data and make program planning recommendations; the ability to establish and maintain effective working relations with 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: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible capacity in a community action agency involved in human resources development.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 23, 1973

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