

CLASS TITLE: SENIOR RESOURCE SPECIALIST

Class Code: 02709300
Pay Grade: 26A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform complex technical, analytical, evaluative and liaison work 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 supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is usually reviewed upon completion for adherence to desired objectives and results obtained.

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

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform complex technical, analytical, evaluative and liaison work in human resources planning and development on a statewide basis to assist community action agencies and other low income groups.

To mobilize 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 to stimulate an interest and coordinate programs to develop human resources for the needy.

To organize conferences to improve an understanding of the need for development and improvement of existing human resources programs.

To provide technical assistance to community action agencies or low income groups in developing human resources programs.

To make surveys and studies of the human resources of the state relating to economic opportunities.

To confer with and assist local and state governmental officials in planning and developing human resources programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of planning and developing human resources programs; a working 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 make technical planning studies and surveys in such fields and evaluate data and make 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: considerable employment in a community action agency working in a responsible capacity in the field of human resource development.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 28, 1972

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