

## State Program Administrator Principal

### I. KIND AND LEVEL OF WORK

Fourth-level professional program administration work. Under limited supervision, an employee in this class is responsible for analyzing and administering a state program(s) which is both comprehensive and technical in nature. Responsibility extends to withholding services and/or corrective action in cases of non-compliance. Responsibility includes consolidating multiple program activities to ensure efficient and effective administration. Providing support to clients before committees, commission meetings, and other forums is a common function; performs other duties as required.

### II. DISTINGUISHING CHARACTERISTICS

### III. EXAMPLES OF WORK/DUTIES

*(A position may not include all the work examples given, nor does the list include all that may be assigned.)*

- Audits and evaluates program progress reports to determine if the program is achieving its objectives by receiving and reviewing periodic monitoring reports; contacting clients and proposing solutions to resolve problems discovered during the evaluation (may include amending current reports, etc.); retaining program records and files as specified by regulation; collecting and preparing data, analyzing, and organizing program activity data.
- Represents the state at meetings with other governmental officials to ensure adequate information (on program guidelines) is communicated to both governmental officials and clients by functioning as an information clearinghouse for program questions; providing on-site technical assistance/training sessions with state and local interest groups/task forces; and working with other officials in joint projects related to public information and presentations.
- Advises clients with a comprehensive understanding of all procedural and technical aspects of program activities so that reasonable administrative guidelines are developed by determining if requested services are within the limitations of the laws and policies involved; assessing whether or not program parameters have been met; analyzing resource distribution to avoid duplication within or between programs; verifying that provided services are consistent with program plans.

- Conducts detailed and comprehensive studies of governmental programs so that management and client groups are informed about program activities, program needs and future program services are identified.
- Testifies before departmental policy committees and recommends appropriate action in the areas of project funding, special stipulations and program administration.
- Consolidates multiple public program activities to ensure their efficient and effective administration by integrating findings of several work groups; by preparing and coordinating an annual public administration plan; and by developing, processing and conducting an assessment of program activities.
- Develops and implements financial reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements by preparing budgets for all program requests, financial plans and expenditure reports; and establishing accounting and documentation procedures.

#### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

##### *Knowledge of:*

- *Qualitative and quantitative analysis sufficient to evaluate program results and to critique the analytical methods and results of other public program professionals.*
- *Governmental budgeting and legislative processes sufficient to consolidate multiple program activities and to propose legislative initiatives to meet current and future program needs.*
- *Law and administrative procedures sufficient to serve as a technical expert before departmental policy committees and other public forums.*
- *Public policy and administration principles sufficient to design, implement and evaluate public program and financial reporting systems.*
- *Project planning and operations sufficient to organize projects with others, establish goals and timetables, clarify mutual expectations and evaluate results.*

##### *Skill in:*

- *Human relations sufficient to build networks of colleagues throughout the public sector and to effectively persuade clients and other governmental officials by understanding complex and oftentimes, competing relationships and political agendas.*

##### *Ability to:*

- *Read and comprehend public administration literature and program bulletins, manuals, rules, etc., sufficient to design and develop financial and program reporting systems and appropriate documentation.*

- *Write reports, bulletins, procedures, rules, and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.*
- *Communicate orally sufficient to mobilize action to achieve organizational goals, to coach and advise other program staff, to speak to individuals and groups to resolve differences of opinion and to testify before departmental policy committees and at other public forums.*
- *Adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.*

## REFERENCES

Former title(s): State Programs Administrator Principal, Title Change: 7/07

## REVISION HISTORY

Established 12/96

Revised 7/07