

STATE PROGRAM ADMINISTRATOR SUPERVISOR SENIOR

KIND OF WORK

Second of four classes in a series of classes performing advanced professional supervisory program administration work of a complex and technical nature.

NATURE AND PURPOSE

Under limited supervision, an employee in this class administers state program activities and supervises state employees performing technically complex support work. Employees supervised under this classification may be recommending administrative processes, action, or changes during the administration of a program. Resolves discrepancies within a functional area; reviews program, recommends improvements to efficiency/effectiveness and recommends approvals. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

Levels within this series are distinguished by a variety of characteristics such as budget complexity and authority, the impact of recommendations or decisions on the organizational unit policies and programs, degree of public sensitivity and scrutiny, organizational structure and complexity, etc. These positions supervise subordinate staff; however, the complexity, sensitivity, variety, scope of the work, and decision-making authority distinguishes the level rather than the number of staff.

State Program Administrator Supervisor (SPAS): The State Program Administrator Supervisor, Senior (SPASS) classification differs from the State Program Administrator Supervisor classification because employees in the SPAS classification provide the day-to-day supervision of state employees who perform tasks such as identifying current sources of data and information and collecting and verifying the information of a state public program.

The SPAS classification also supervises employees who organize and prepare supporting documentation reports, and have discretion to administer a narrowly defined program independently, and may work in partnership with higher-level program supervisors or subject matter experts to administer more complex or broader programs.

The SPAS may assist in budget preparation as well as monitors unit expenditures to ensure they are within established budget parameters.

State Program Administrator Supervisor Senior (SPASS): Employees in the Senior class supervise employees who operate in a non-recurring environment, identifying and evaluating information for applicability to a particular program or eligibility group. The Senior supervises employees who are delivering report results in oral presentations, preparing draft reports and responsible for final drafts of reports.

SPASS positions administer current programs where work extends to planning and developing activities; recommending policies and standards to improve program efficiency; and independently draft budgets for submission/review. SPASS may also recommend long-range budgetary change levels as needed to support program operations.

State Program Administrator Supervisor Principal (SPASP): The SPASS differs from the State Program Administrator Supervisor Principal in that a Principal can independently submit budgets and may administer/monitor budgets for several work units or program areas.

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Responsibility for the SPASP includes effectively making recommendations to higher-level administrative employees to assign special conditions and/or terminate program services as well as the authority to withhold services and/or corrective action in cases of noncompliance.

The SPASP work assignments are typically non-recurring new and complex.

OPTIONS:

Most unlimited classified positions in this class have class options.

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

Supervises state employees in accord with labor agreements and M.S. 179A.03 and ensures that program staff will effectively perform assigned job duties; assigning and controlling the flow of work; writing and revising position descriptions; training; recommending hiring and disciplinary actions; and by conducting performance evaluations.

Audits and evaluates program progress reports of SPA Intermediates, SPA Senior or other advanced professional staff members 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; retaining program records and files as specified by regulation; collecting, analyzing, and organizing program activity data.

Plans and develops program administration activities to effectively and efficiently use fiscal and human resources by identifying priorities for the program's staff; recommending and proposing the development and revision of administrative or operational procedures and policies; and by estimating expenditures.

Achieves established goals and program objectives: by monitoring and reviewing the productivity of subordinate staff, by providing advice and guidance to project staff on interpretations of project objectives, systems and procedures, and by continued training.

Represents the division at meetings with other governmental agencies to provide information to both governmental officials and clients to ensure procedures are in compliance with all associated laws.

Assists supervisors or managers with conducting 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.

Advises agency or government 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 and assessing whether or not program parameters have been met.

Implements financial reporting systems for state, federal and other funding sources to comply with state and federal auditing and reporting requirements by collecting program information for budget proposals for all program requests, financial plans and expenditure reports; and advising and documenting accounting and process improvement procedures.

Mediates and resolves disputes between agency personnel and contract/vendor clients to create and/or enhance effective, responsible sources for purchasing, facility or information technology needs.

Provides documentation to the public, legislature, and other agency personnel that describe program goals, objectives and accomplishments.

Forecasts and monitors expense budgets to maintain accurate expenditure detail and efficient fiscal operations.

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Conducts and uses data from studies and reports to brief management on workload operations, patterns, and trends.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Current state and federal law, regulations and procedures related to the program(s) supervised sufficient to carry out the duties of the position and educate subordinates.

Supervision, human resources policies, procedures and labor contracts sufficient to interview and select staff affirmatively, assign, schedule, direct, train, evaluate work performance, and discipline reporting program staff.

Public policy and administration principles sufficient to design, implement and evaluate public program and financial reporting systems.

Administrative principles sufficient to implement or evaluate public program and financial reporting systems.

Governmental budgeting and legislative processes sufficient to present oral presentations on program activities and to communicate to assist agency management who propose legislative initiatives.

Principles and practices of the program's general field of study sufficient to critique and evaluate the work of lower-level professional staff to assure work quality and continuous improvement.

Project planning and operations sufficient to organize projects and negotiate for all human, financial and technology resources needed for successful completion of the project.

Skill in:

Human relations sufficient to build networks of colleagues throughout the agency; sufficient to effectively interact with multiple levels of agency officials through an understanding complex and oftentimes, competing relationships and political agendas.

Organization and time management sufficient to coordinate and account for the work of a program in an efficient manner.

Constructive negotiation tactics and techniques to achieve "win/win" agreements.

Oral communications sufficient to coach and advise other program staff, to speak to individuals and groups, and to resolve differences of opinion.

Ability to:

Write reports, bulletins, procedures, rules, and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.

Adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with negotiations and conflict management.

Make independent decisions on delegated responsibilities based on policy, mission, and vision.

Develop training materials for current professional staff members so that an employee can accurately research, monitor and administer a program from a number of technical factors.

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Former Title(s): State Programs Administrator Supervisor, Sr.