

Nebraska Department of Education  
Classification Specification

Job Code: EDB308/EDR308/EDO308  
Paygrade: 48

Established: 5/02 Revised: ~~6/07~~ 6/14

## Program Specialist IV

**Purpose of Class:** Supervises and directs programs with broad responsibilities and provides considerable direction and professional level technical program support activities related to administration, fiscal, personnel, information, or related Agency programs. This position oversees and provides technical program support in areas of compliance, regulations, policies and procedures, standards, and information; may provide information about various programs and related eligibility requirements.

### Distinguishing Characteristics

**Level:** Fourth in a series of four

**Work Direction Received:** Works under limited/administrative direction

**Direction of Others:** Supervises; directs the activities of subordinates with an emphasis on short-term, operational results

**Scope/Nature of Discretion:** Delegated discretion; authority to initiate and carry out whatever actions are deemed essential

### Examples of Duties

Plans and directs phases of the work of a broad program in a major area of responsibility; interprets and explains to staff and others the objectives set by senior management; directs program with Agency-wide responsibilities.

Provides considerable direction, technical program guidance, and support to consumers and Agency employees in areas of compliance, regulations, policies and procedures, and program standards; manages fiscal and program aspects of external grants and contracts; determines needs and makes requests for staff and funding needed to carry out program objectives; approves expenditures and is accountable for results within parameters of the program.

Plans and develops technical programs and services within broad parameters of the program; conducts technical meetings to provide program support and direction; provides information on program processes and practices; prepares comprehensive documents in support of program standards and parameters.

Monitors state and federal legislation, identifying potential new programs and services; independently resolves complex program issues and problems; assesses client satisfaction levels and ongoing quality assurance measures; investigates and researches new programs or services.

### Examples of Duties (continued)

Makes decisions and/or recommendations regarding staff hiring and selection; directs the work of a group or unit of employees, including professional and support staff; implements principles and techniques of performance management in supervising and evaluating staff.

Reviews decisions made by employees and evaluates all evidence in support of decisions, considers the data in the context of statutes, regulations, and program policy, and makes determinations; may prepare written decisions including factual issues and rationale for the decision.

Reviews, evaluates, and makes recommendations for monitoring and correcting internal, operational, personnel, management, and fiscal control systems as well as organizational unit performance.

Maintains regular and reliable attendance.

### Minimum Qualifications

Bachelor's degree in related ~~discipline field~~ and five years of ~~work~~ experience related to the essential functions of the position in a professionally related field. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

~~Due to state or federal requirements, selected positions may require a Master's degree with a major related to area of responsibility and three years of work experience in professionally related field.~~

### Knowledge and Abilities

#### Knowledge

- Expert technical program knowledge and standard practices and procedures
- Federal and state laws and regulations that impact the assigned work unit's operation
- Organizational structure, functions, goals, policies, and procedures
- Office management principles and supervisory practices
- Office equipment and computer software programs
- Workings of unit, its policies and practices, and related accounting procedures
- Agency operations and correlation to program parameters
- Programs, policies, and guidelines
- Contract requirements and review criteria/standards
- Principles, practices and methodologies related to program parameters
- Current program standards and program trends to advise program staff and plan for future changes

#### Abilities

- Interact with supervisors, employees, and the public to gain their cooperation and to establish working relationships

- Apply management practices, techniques, and methodologies to assigned activities
- Collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems
- Identify and interpret program requirements, policies, and regulations to provide guidance and advice

Abilities (continued)

- Organize and present facts and opinions orally and in writing and to create materials
- Formulate and recommend modifications to program parameters to attain goals
- Manage fiscal and program aspects of external grants and contracts
- Direct the work of others in order to meet deadlines and service levels
- Grasp new concepts in order to keep up with changes in programs and legislation