

Nebraska Department of Education  
Classification Specification  
Established: 5/02 Revised: 6/14

Job Code: EDB306/EDR306/EDO306  
Paygrade: 46

## Program Specialist II

**Purpose of Class:** Performs professional-level technical program support related to administration, fiscal, personnel, or similar Agency programs; provides technical program support in areas of compliance, regulations, policies and procedures, standards, and information; may provide information about various programs and related program eligibility requirements; assists/prepares budgets and related financial documents.

### Distinguishing Characteristics

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

**Work Direction Received:** Works under general/limited supervision.

**Direction of Others:** Guides/Oversees/Leads; provides assistance to lower-level employees and may provide direction in the completion of job activities

**Scope/Nature of Discretion:** General discretion; performs duties with moderate opportunity to exercise independence within broadly defined policies and procedures.

### Examples of Duties

Provides technical program support in areas of compliance, regulations, policies and procedures, and program standards; provides support to staff on special projects from the standpoint of training, support, and documentation.

Assists in the planning and development of technical programs and services, working under the guidance of senior administrative staff; attends 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.

Assists in the development of potential new programs and services with senior staff; exercises limited independence to resolve routine, program issues and problems; assesses client satisfaction levels and ongoing quality assurance measures.

Prepares or assists in preparation of budgets and related financial documents to acquire funding; audits school district reports and related documents and ensures that documents comply with state regulations/statutes.

Provides information to clients, service providers, and general public to increase awareness of program; coordinates statewide activities and ensures consistency in program implementation; plans and promotes special events related to program.

### **Example of Duties (continued)**

Provides research assistance in matters related to applicants for program certification/licensing; prepares and writes investigational reports and compiles related materials; monitors and evaluates compliance with standards adopted by the program/Agency.

Provides assistance in the review, evaluation and development of recommendations, with senior staff, for monitoring and correcting internal, operational, management, and fiscal control systems and organizational unit performance; assists in determining records or activities to analyze, extent of the review to be undertaken, and the documentation to prepare.

Develops applications and reporting forms in the grants management system; uses computer software to make applications and reports available online; maintains documentation of processes and procedures used in the production, testing and implementation of an application or report; works with grant program directors to develop and maintain online grant processes.

Maintains regular and reliable attendance.

### **Minimum Qualifications**

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

### **Knowledge and Abilities**

#### Knowledge

- 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, methods, and procedures
- Office equipment and computer software programs
- Workings of unit, its policies and practices, and related accounting procedures
- Agency operations and correlation to program parameters
- Program policies, procedures, and guidelines

#### Abilities

- Interact with supervisors, employees, and the public to gain their cooperation and to establish effective 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
- Organize and present facts and opinions orally and in writing and to create written materials
- Formulate and recommend modifications to program parameters to attain Agency goals
- Manage fiscal and program aspects of external grants and contracts