

Specification for Class of

PROGRAM COORDINATOR, DSHS

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: In the Department of Social and Health Services, provides technical assistance and consultative service in coordinating the development of employment and training programs for the department or coordinate the Juvenile Justice and Delinquency Prevention Act.

Typical Work

Plans, evaluates, and consults on proposals best designed to meet the needs and objectives of the agency;

Provides technical assistance and consultative service concerning the design of specific service programs; provides statewide program coordination and advisory services for Referendum 37;

Prepares comprehensive plans, summaries, recommendations, progress or special reports;

Consults with administrative and program supervisors and staffs of all level concerning planning and program design for activities such as the agency employment and training programs;

Works with representatives of other governmental groups, private organizations, and the general public in defining needs and comprehensive service programs within the department;

Performs other work as required.

Knowledge and Abilities

Knowledge of: methods and procedures for planning for social change; individual and social psychology; community organization; institution and organizational structures; Social and Health Services' policies and organization methods.

Ability to: think creatively; develop concepts and planning procedures to meet needs and objectives; write concisely and effectively; work effectively with agencies and community persons involved in planning and operations; analyze and interpret data obtained through statewide surveys and other processes; provide

effective direction or consultation in the design of specific programs.

Minimum Qualifications

A Master's degree with major study in a social or behavioral science field or public or business administration.

AND

Four years of experience in criminal justice planning, administration, or policy analysis. At least one of the four years of experience must have been in planning, developing and managing criminal justice grants and contracts.

Two additional years of criminal justice planning, administration or policy analysis experience may be substituted for the Master's degree providing a Bachelor's degree has been achieved.

A Doctor's degree with major study in a social or behavioral science field, public or business administration may be substituted for two years of experience.

New class: 9-8-70

Revised minimum qualifications: 3-27-75

Revised definition and title change (formerly Planning and Evaluation Supervisor 1): 7-14-78

Revised definition, adds distinguishing characteristics, and title change (formerly Planning and Evaluation Supervisor): 9-12-80

Revised definition, deletes distinguishing characteristics: 8-1-83 (adopted 7-14-83)

Revised minimum qualifications: 4-13-84