

PART I	HAWAII HEALTH SYSTEMS CORPORATION	3.392
	STATE OF HAWAII	3.393
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Class Specifications
for the

PROGRAM SPECIALIST (Aging) SERIES
SR-22; SR-24; SR-26
BU:13

Series Definition:

This series includes positions under the direction of the Director of the Executive Office of Aging which are concerned with statewide planning, evaluation, advocacy, guidance, review and coordination of the development and implementation of programs and services for older persons throughout the State.

The Director of the Executive Office of Aging is charged with responsibility for (1) serving as the principal official in state government solely responsible for the authorization, development, coordination and control of programs, policies and activities on behalf of the elderly; (2) assessing the policies and practices of other agencies impacting on the elderly and the conduct of advocacy efforts on behalf of the elderly; (3) advising the Governor on new legislation, program and policies and conducting such liaison as required to implement them; (4) establishing a clearinghouse for complaints receipt, investigation and the referral of findings to the appropriate agencies for corrective action; (5) administering grants supported by federal and state funds for State and County planning, training and program implementation; (6) encouraging, guiding and facilitating the development of county and community planning boards and programs for the aging including the promotion of general public awareness and understanding of the needs and potentials of elderly persons; (7) gathering and disseminating information about federal and state resources, new research programs and techniques, and developing and implementing special projects to demonstrate new techniques, approaches and services for the elderly; (8) serving as a member of advisory and regulatory boards and panels; (9) providing staff guidance and support to the Policy Advisory Board for Elderly Affairs.

Positions in this series may be assigned to perform general grants management activities involving analysis of grants programs and the provision of advisory services and/or training to county planning and other grants-aided agencies; planning, research and program development and evaluation encompassing broad policy problems and concerns relating to the elderly; and/or information dissemination, advocacy, special projects coordination and related activities. However, common to all positions to be allocated to this series is knowledge of the nature and processes of aging,

characteristics of older persons, the particular types of facilities and special needs of the elderly, services and activities currently provided to the elderly, and skill in planning, analysis and evaluation of programs and concerns of the elderly.

Excluded from this series are positions where paramount requirements involve a high level of technical knowledge and skill in analytical techniques so as to be identifiable with another occupational area (such as Program Budget Analyst, Program Evaluation Analyst, Management Analyst, or Planner).

Levels in this series are distinguished on the basis of scope and nature of work; nature of supervisory control exercised over the work; nature and purpose of person-to-person work relations; nature and scope of recommendations, decisions, commitments and conclusions; and knowledge and abilities required.

PROGRAM SPECIALIST (AGING) IV

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Duties Summary:

Conducts program and operational studies and analyses; participates in developing plans, program evaluation and policy recommendations; maintains a system of managing funding and review of state, county and private grant-aided agencies; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the performance of program evaluation, planning and/or grants management assignments which are components of major aspects of the aging agency program and are characterized by the following:

(A) The conduct of program and operational studies and analyses and participation in the development of programs, plans or evaluations of various aspects of services to the aging. Assignments are in support of the agency's responsibility for the control of all government funded (state and federal) statewide programs, policies and activities for the elderly including those administered by other state agencies. Work performed is subject to general, technical and administrative guidance and review.

(B) The monitoring, assessment and evaluation of grants, subgrants and contracts and the review of activities of grant-aided agencies supported by funds administered by the aging agency and/or providing specialized services to grant-aided agencies such as special training, technical assistance and/or advice in the development of new/demonstration projects of significant scope within existing standards, policies and procedures. In all cases the work includes liaison and administrative guidance to state,

county and private grant-aided agencies and others such as assisting and advising on the preparation of applications for grants, including proposals, on the establishment of objectives and milestones for the measurement of progress, and on assuring the conformance of program elements, procedures and other standards with applicable federal or state granting laws and regulations.

Examples of Duties:

For both situations: Conducts studies and analyses of laws, directives, guides and instructions regarding services, programs, activities and policies regarding the elderly; serves as liaison with other agencies; prepares reports; develops legislative proposals and testimonies; may speak before groups regarding the program; may review and comment on new and proposed grant applications, legislation, and participate in the development of rules and regulations.

Type A: Conducts research studies to determine the needs of the elderly in a wide variety of areas; analyzes projects, programs, plans, services of state, county and other agencies to determine their effectiveness, efficiency and accessibility in meeting the needs of the elderly; develops plans for aspects of major statewide services (i.e., health care, legal services, etc.); participates in formulating policies for programs for the aging.

Type B: Maintains an updated awareness of federal and pertinent state rules and regulations regarding the control and distribution of funding; monitors, assesses and evaluates the activities of grant-aided agencies to ensure attainment of projected goals and objectives pursuant to project proposals and grant conditions and adherence to policies, procedures, laws and rules and regulations; advises and assists grant-aided agencies in applying for grants and preparing related documentation including budgets; recommends approval of requests for funding based on analyses conducted relative to program functions or activities, purpose of funding and related concerns; advises agencies on reporting procedures and ensures appropriate reporting; advises and assists grantees in establishing standards, guidelines and evaluation systems for the examination and monitoring of grants and sub-grants.

Knowledge and Abilities Required:

Knowledge of: Nature and process of aging; characteristics of older persons; the particular types of facilities, services and special needs of the elderly; community organizations; research and evaluation techniques.

Ability to: Deal effectively with staff of other agencies; communicate effectively orally and in writing including speaking to groups and individuals in formal and informal situations; develop effective work relationships with others; prepare clear and concise reports; apply research and evaluation techniques to evaluating programs, activities, policies, procedures; analyze facts and information and identify alternatives for action.

PROGRAM SPECIALIST (AGING) V

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Duties Summary:

Performs the most complex developmental, evaluation, or planning work; or supervises grants management activities and/or has responsibility for all grants management, evaluation and monitoring and the provision of administrative advisory services to grant-aided agencies; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the performance of the most complex planning, research, evaluation or grants management activities for major components of the aging agency program. Work represents a senior level of technical expertise and leadership, and is characterized by the following:

(A) Conducts the most complex analyses and research, as a senior specialist, for program planning, development or evaluation concerning all aspects of concerns for the elderly on a statewide basis. The scope of work is significant, such as (a) the evaluation of all plans, proposals and programs of other state agencies regarding aging programs and programs impacting the aging so as to advise the aging program administrator as to their consistency with state general, special plans and other policy concerns and the extent to which they meet the needs of the state's elderly and/or (b) the development of the State's master plan for the elderly. Recommendations have impact upon the extent of support the Executive Office will give, directly and indirectly, to other agencies and programs seeking funds and other resources for services to the elderly, and require considerable knowledge of concerns of the elderly and related policies, programs and problems. A position may supervise the work of a few lower-level specialists and assistants.

(B) Supervises and performs grants management, monitoring, evaluation and the provision of technical advisory services to grant-aided agencies or has independent responsibility for the provision of all grants management services for major grants-funded programs administered by the aging program for all counties without subordinate assistance. Scope of work includes the application of knowledge of all basic grant-aided programs, (i.e., aid to county planning agencies for administrative planning, development, research, nutrition, transportation, housing and related concerns).

In both situations, work is performed in accordance with State and federal program policies, objectives and general guidelines, where applicable, and includes the identification of new policies, procedural requirements and the recommendation of

solutions to unprecedented problems for review. Extensive person-to-person contact is involved for the exchange of information or the provision of advice and assistance and work requires creativity and originality in the determination of new approaches to the solution of problems.

Examples of Duties:

In addition to performing duties as described for the next lower level, positions in this class may supervise, guide and direct the work of lower-level specialists, and perform the following:

Type A: Conducts major studies and analysis of major issues regarding the elderly; formulates and recommends major new policies, program goals or objectives having considerable impact on the subsequent funding, endorsement of other agency programs, etc.

Type B: Formulates and recommends standards, guidelines and procedures for the administration of grant-aided funds; develops reporting procedures and evaluation methods for use by grant-aided agencies; makes recommendation to grant-aided agencies for the resolution of major problems encountered; identifies training needs of grantee and subgrantee personnel and makes referrals for training as needed in a variety of areas.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, the work of a position in this class requires knowledge of services, functions and inter-relationships of community and other governmental agencies dealing with the elderly; plans, policies and objectives relating to aging programs; pertinent laws, rules and regulations; and ability to carry out complex program and administrative services.

PROGRAM SPECIALIST (AGING) VI

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Duties Summary:

Plans, organizes and directs a program for the development of broad, state-wide plans and policies for the elderly requiring major research and evaluation studies; or for grants management and the provision of specialized services to grants-aided agencies; and performs other duties as required.

Distinguishing Characteristics:

This class reflects responsibility for planning, organizing and directing programs involving one of two major components in the aging agency program, requires the supervision of senior specialists, and is typically characterized by the following:

(A) Planning, organizing and directing a program for the provision, through subordinate senior specialists, of major planning, evaluation and other research regarding statewide issues and concerns affecting the elderly. Subordinate specialists are responsible for major functional areas such as the development and maintenance of state-wide master and annual plans for the elderly and/or the evaluation of all state programs and activities for the elderly to determine their efficiency and effectiveness and the extent to which they meet actual needs of the elderly. The scope of work includes assisting the director in the coordination of programs and activities of other agencies regarding services, funding and other resources for the elderly, the provision of technical advice and assistance to other components of the program such as in planning, research or evaluation, the analysis of laws and regulations affecting the administration of the aging agency and its programs; financial planning and fiscal control of all funds provided the agency and the provision of personnel, organization/reorganization and related administrative support services for the agency.

(B) Planning, organizing and directing a program, through subordinate staff, of a wide variety of services to grant-aided agencies including grant, subgrant and contracts monitoring, assessment, evaluation, general administration advisory services, training and special/developmental projects assistance. The scope of work includes ensuring the establishment of service standards and policies and procedures for operating and reporting formats and applications for grants and facilitating federal approval of grants, subgrants and contracts.

Positions in this class report to the Director of the Executive Office on Aging and supervise a few subordinates, some of whom may be supervisory. Full technical and professional responsibility is involved with considerable independence of action. Decisions and recommendations have significant impact including the extent of support (including financial) to be given by the aging agency to proposals, programs and projects of other State agencies concerning or impacting on the elderly and include the development of policies, standards and guidelines for the operation of assigned functional areas.

Examples of Duties:

Plans, organizes and directs assigned programs; reviews and evaluates the work of subordinates; provides advice and guidance to subordinates as requested; develops policies, procedures and standards of operation; formulates policies, programs, activities, guidelines and standards as applicable for implementation in assigned

functional areas; evaluates operations and takes steps necessary for improvement; may supervise and direct the provision of administrative and staff services to the Director regarding program planning and budgeting documentation, personnel, fiscal recordkeeping and related administrative/staff activities for the aging agency; reviews and analyzes new and proposed laws, directives, guidelines and instructions regarding services to the elderly and directs the preparation of responses and comments; may serve in the absence of the Director; performs work characteristic of the next lower level class as required.

Knowledge and Abilities Required:

In addition to the knowledge and abilities identified at the next lower level, the duties and responsibilities of a position at this level require knowledge of the principles and practices of administration, principles and practices of supervision and administrative ability.

This is an amendment to the series PROGRAM SPECIALIST (AGING) SERIES which was approved on April 17, 1969.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
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