

**CLASS SPECIFICATION FOR**  
**Management Specialist I**

**GENERAL STATEMENT OF DUTIES:** Plans, organizes and conducts professional management work for use in planning and carrying out agency programs; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for program planning, management, and evaluation. Constructs and tests methods of data collection; analyzes and evaluates data and writes reports containing descriptive, analytical and evaluative content. Incumbent demonstrates a good understanding of agency regulations, policies and procedures, particularly as they affect program planning and attaining plan objectives in compliance with program budget and may interpret data in public sessions. The employee may counsel or work with program clients/participants. Works with a minimum of direct supervision and demonstrates leadership skills.

**EXAMPLES OF WORK** (illustrative only):

- ◆ Plans, manages and researches unique, innovative and/or effective program designs applicable and beneficial for use within the agency;
- ◆ Organizes and updates available resources and listings that may be helpful in delivering services of the agency;
- ◆ Compiles and interprets multiple types of statistical data;
- ◆ May develop and/or monitor program, unit, section or division budget;
- ◆ Counsels or works with program clients/participants, providing programmatic supervision and leadership;
- ◆ Provides necessary planning activities on area employment trends, area population trends, characteristics of target groups within the agency boundaries, etc., for agency grant applications;
- ◆ Establishes, implements and interprets policies, procedures and programs;
- ◆ Monitors and evaluates the effectiveness of agency procedures, policies and programs and recommends and implements changes as needed and as directed;
- ◆ Assists supervisors in grant preparation, program evaluation and monitoring activities, and transmittal of federal, State and local policy and procedures to program operation's staff;
- ◆ May screen, interview and recommend applicants for employment or promotion;
- ◆ Coordinates and supervises the activities of program volunteers;
- ◆ Prepares the monitoring and evaluation results data on agency programs in the form of corrective action in conjunction with the agency head and appropriate program supervisors;
- ◆ Organizes and updates available resource documents through development of an agency staff-reference library;
- ◆ Organizes materials for brochures, publicity, etc., for entire agency operation;
- ◆ Assists section supervisor in special projects such as seminars, using special grant monies, program development for emergency service needs, etc.;
- ◆ May administer/coordinate agency's tuition reimbursement program;
- ◆ Designs, coordinates and/or disseminates information relevant to training needs of agency staff;
- ◆ Provides needed updated materials that interrelate and are useful in program service development;
- ◆ Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of basic techniques in planning and statistical work; ability to develop quantitative and qualitative data-collection instruments; ability to express ideas clearly and concisely, especially in written form; ability to assist with the management of department programs; ability to perform independent research and development activities; ability to interpret budget and activity reports to measure performance against goals and objectives; ability to systematically compile data, interpret and report monitoring and evaluation findings; ability to work effectively with other employees and with the public; leadership skills.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree with courses in statistics, report preparation, research and/or planning; OR, a bachelor's degree relevant to the program or service area to which assigned; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.