

## CLASS SPECIFICATION

Yuba County

June 2007

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**CLASS TITLE:** Health and Human Services Program Manager

**FLSA STATUS:** Exempt

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**JOB SUMMARY:**

Plans, organizes, administers, reviews and evaluates the work of staff and all activities related to the employment, eligibility, fiscal and/or social services division of the Health and Human Services Department; coordinates activities of the assigned function with those of other divisions within the department and the County; performs related work as assigned.

**CLASS CHARACTERISTICS:**

This management class has programmatic responsibility for the assigned program area, including administration of staff through subordinate levels of supervision. Responsibilities include coordinating, conducting and reviewing a variety of complex analytical and support activities, including policy and procedure development and implementation in the assigned functional area. In addition, the incumbent may serve on a variety of committees, task forces and teams as the departmental representative. If assigned to the fiscal division, this class is responsible for overseeing the finance and administration functions of the Health and Human Services Department, including developing policy recommendations regarding budget and program expenditures; providing operational analysis and related strategic planning in a manner that supports operations and programs on a department-wide basis; and supporting financial strategic planning, budgeting, business and financial reporting functions with multiple activities and funding sources. This position works directly under the supervision of the Deputy Director for the Health and Human Services Department.

**EXAMPLES OF DUTIES (depending on assignment but is not limited to):**

**Essential:**

- Participates in the development and implementation of department goals, policies, procedures and systems; identifies and develops new and/or modified administrative or operational support systems; recommends changes to increase the efficiency and effectiveness of the department; provides input into the division's budget and staffing requirements and institutes and implements cost control measures.
- Compiles and analyzes all data for use in the preparation of the department operational and supplemental budgets; monitors annual budgets and prepares adjustments as required; resolves budgetary problems.
- Monitors changes in laws and regulations that may impact division activities; analyzes the impact of such changes and modifies operating manuals, policies and procedures as required.
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Researches and determines funding sources for department functions; directs the submission and administration of grant applications and other funding requests, including the timely submission of required statistical, audit and financial reports.
- Interprets federal, state and County policies and procedures to employees and ensures that division activities are in compliance with codes, regulations and procedures; plans and conducts regular meetings with supervisory staff to ensure consistency of operations and resolution of issues or problems.

- Coordinates, directs, and participates in department purchasing activities, including the preparation and distribution of requests for proposals for professional services; directs and participates in the analysis of proposals and the negotiation and administration of resulting contracts.
- Oversees and participates in the collection and preparation of detailed departmental and department budgets, revenue and expense reports; acts as a resource for department staff, managers and the County Administrator's Office in the preparation and forecasting of revenues, expenditures and resource needs.
- Attends regular meetings with representatives of funding and program agencies.
- Monitors caseload activities to ensure appropriate allocation and budgeting.
- Ensures that department functions comply with applicable County, Federal, State and local laws and ordinances.
- Confers with management staff regarding division and departmental activities and requirements; may serve as a member of the departmental management team.
- Acts as division liaison with a variety of community agencies and public and private organizations for the purpose of coordinating services.
- Directs and participates in various committees and task forces; organizes activities and provides for staff support.
- Prepares or reviews a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials.
- Maintains or directs the maintenance of accurate records and files.

**Important:**

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend regularly-scheduled meetings.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of social service delivery  
Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies and procedures  
Principles, practices and procedures of public administration, financial forecasting, cost accounting, financial analysis and budget development and administration  
Principles and practices of generally accepted accounting standards and practices with an emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation  
Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline  
Principles and practices of leadership, motivation, team building and conflict resolution  
Principles and practices of supervision, training and personnel management  
Principles and practices of project planning, development and evaluation  
The role of the Courts in ensuring the safety and provision of services for clients  
Applicable laws, codes and regulations  
Statistical methods used in management analysis  
Budgetary practices and terminology  
Modern office procedures and computer equipment and applications  
Principles and practices of contract negotiation and administration  
Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds  
Principles and techniques of making effective oral presentations

**Skill in:**

Developing, recommending and implementing goals, objectives, policies, procedures and work standards.  
Analyzing budget and technical reports; interpreting and evaluating staff reports; observing performance and evaluating staff; and solving department related issues  
Organizing and directing department financial and administrative functions  
Interpreting, applying and explaining complex federal, state and local laws and regulations.  
Independently performing the most complex financial and administrative work of the department, including complex budget analysis, preparation and monitoring  
Supervising, training and evaluating personnel  
Preparing clear and concise reports, policies, procedures, correspondence and other written materials  
Assisting the preparation and administration of contracts and multiple, complex departmental and grant budgets; complex and diverse claiming processes; and audit reviews  
Organizing own work, managing multiple projects and meeting critical deadlines.  
Maintaining and directing the maintenance of accurate records and files.  
Using initiative and independent judgment within general policy guidelines

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements are below.

**MINIMUM:** Bachelor's Degree from an accredited four year college or university in Accounting, Business, Business Administration, Economics, Finance, Human Services, Public Administration, Social Services, Social Work, or a field related to the work; and five years of supervisory experience equivalent to the County's class series of Social Worker Supervisor or Eligibility Supervisor or five years of progressively responsible professional level accounting or financial analysis, which has included at least two years in a supervisory/management capacity. Additional graduate-level education, as described above, may be substituted for the experience on a 1 semester unit education for 0.4 months experience, up to a maximum of two years experience.

**PREFERRED:** In addition to the minimum, a Master's level degree as previously defined and additional years of experience as previously defined.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**