

### Benton County Classification Specifications

Classification Series/Occupational Group: Program Classification Title: Program Specialist DBM Range: B21-B23 # of Subgrades: 3 FLSA: Non-exempt		<b>Class Description:</b> Incumbents in the Program series represent a broad range of positions responsible for the development, implementation, and ongoing maintenance of community programs and initiatives aimed at improving the quality of life of County residents. Incumbents utilize a combination of general programming skills and specialized knowledge to the completion of work in their assigned area. This class is the first of two broad levels in the Program series. Incumbents are responsible for overseeing the operations of a small community program or service area that supports the social service operations of the County. Responsibilities may include; assisting with the development of operating procedures; overseeing the activities of program participants; providing general counseling; developing project plans and providing project status updates and evaluations; and compiling and analyzing research/information as it relates to program area. Incumbents may also manage daily program activities, develop plans to approach projects, implement solutions, and evaluate the performance of programs in assigned area. Incumbents in this class are generally responsible for the outcome and performance of clearly defined objectives, and may have limited responsibility for the oversight of program resources (budget). Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	<b>Homogenous:</b> Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	<b>Standard:</b> Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of techniques, procedures and processes of a particular field of specialization to the completion of difficult assignments for a defined area.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Applies basic skills and may develop advanced skill using established methods, equipment and techniques; work is routine and instructions are usually detailed.
Subgrade 2	<b>Mixed:</b> Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	<b>Moderate:</b> Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies a comprehensive knowledge of techniques, procedures and processes of one or more areas of specialization to the completion of assignments impacting a moderate area of the County.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position.
Subgrade 3	<b>Heterogeneous:</b> Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple professional functions.	<b>Significant:</b> 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies an advanced knowledge of particular field of specialization to the completion of projects and assignments of major complexity impacting significant parts of the County.	Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in procedures to assigned area.	Applied advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position.