

**CLASS TITLE: ADMINISTRATOR-MANAGEMENT SERVICES
(DHS)**

Class Code: 02823600

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning developing, promulgating, and publishing state and federal policies for all of the programs administered by the Department of Human Services, including Aid to Families with Dependent Children, Food Stamps, General Public Assistance, Medical Assistance, Child Support Enforcement, Child Care, JOBS, Social Services, Vocational Rehabilitation, and the Rhode Island Veterans; Home; to work with the programmers and computer support personnel to insure the Department's computer system is executing policy properly; to advise the Department's Director and Associate Directors of policy options and implications; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Associate Director of Management Services with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and reports for conformance to agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates and evaluates the activities of a professional staff engaged in the production and distribution of written policy and the maintenance of on-line computerized policy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for identifying those legislative and regulatory changes which affect DHS programs.

To be responsible for analyzing the impact of such regulatory changes on the department and its constituents.

To be responsible for advising the Director and the Associate Directors of the effect of mandatory program changes and the relative merits of optional policies.

To be responsible for the development of policies reflecting said legislative/regulatory requirements.

To be responsible for maintaining Rhode Island's State Plans for the AFDC, Medical Assistance, Child Support Enforcement, Food Stamp, Jobs, ChildCare, and Vocational Rehabilitation programs.

To be responsible for filing with the appropriate federal agency any amendments to the State Plans.

To be responsible for lawfully promulgating DHS policy pursuant to the requirements of the Administrative Procedures Act.

To be responsible for advertising to the public any proposed changes to DHS policies or programs.

To be responsible for maintaining a subscription service for interested public parties.

To be responsible for publishing and distributing printed policy materials to agency staff and public subscribers.

To be responsible for directing the work of outside consultants in the design and development of the computerized policy manual system.

To be responsible for on-going modification of computerized policy manuals to insure conformity with current law.

To be responsible for the coordination of policy development with the various federal agencies.

To be responsible for identification of error-prone program areas and the consequent training needs of staff.

To be responsible for maintaining the department's chronology.

To be responsible for arranging and attending the department's public hearings.

To be responsible for interacting with Federal staff at the Health Care Financing Agency, the Office of Child Support Enforcement, the Administration for Children, Youth, and Families, the Department of Education, and the Food and Nutrition Service.

To be responsible for the supervision of a staff of professional policy analysts and clerical support personnel.

To be responsible for representing the department at interagency meetings and work groups.

To be responsible for identifying and notifying the agency's computer support group of those changes in policy and procedure which necessitate modifications to the DHS computer system.

To be responsible for assisting Famis Unit Staff to develop computer programming that will correctly execute current agency policy.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state and federal laws and regulations as they relate to public health and welfare programs, and the ability to apply such knowledge in the planning, development, and administration of statewide policy; a thorough knowledge of DHS practices, procedures, and field operations and the capacity to best adapt those factors to the correct execution of policy; the ability to interpret laws and regulations which impact department programs; the ability to analyze the costs and the implications of any given policy for the department, the state government and the general public; the ability to supervise professional, technical, and clerical staff; the ability to write effectively and to edit the writing of others prior to publication; the ability to direct technical staff in the translation of written policy statements into computer programming; and the ability to establish and maintain effective working relationships with state and federal officials working in the human services field; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from an accredited institution of higher education in the field of Liberal Arts, Public Administration, Government Studies, Social Work, or a related field; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative position involving the development of programs, policies, and procedures for human service/public welfare programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 20, 1994

Editorial Review: 3/15/03