

**CLASS TITLE: CHIEF PROGRAM DEVELOPMENT**

**Class Code: 02708500**  
**Pay Grade: 34A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within a state department, to be responsible for the total planning, program development and research for the various programs of the department, for the purpose of coordinating the programs within the department and with other departments and agencies, improving present programs and creating new programs to provide better services to the people of the state in the most effective and efficient manner possible; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the director with wide latitude for the exercise of independent judgement; work is reviewed through consultation and review of submitted reports for conformance to laws, rules, regulations and departmental policies.

**SUPERVISION EXERCISED:** As required, may supervise and review the work of a professional and clerical staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within a state department, to be responsible for the total planning, program development and research for the various programs of the department for the purpose of coordinating the programs within the department and with other departments and agencies, improving present programs and creating new programs to provide better services to the people of the state in the most effective and efficient manner possible.

To be responsible for the development of programs with regard to the identification of the population to be served, needs and priorities, resources available, planning and implementation of the program and evaluation.

To act as a liaison between the director and his division heads in coordinating all planning and programs, and to assist in developing their ideas for new programs or to suggest possible programs to them.

To coordinate current and proposed programs with other state departments when a program requires the cooperation of these departments.

To act as a liaison for the department with local governments and community groups in order to coordinate programs, gain their assistance or assist them in initiating, developing and implementing projects.

To be responsible for evaluation of existing programs and to develop plans for their expansion, modification or elimination in view of changing needs, the availability of state and/or federal funds and recent advances in ideas and methods.

To be responsible for following national and state legislation and interpreting their provisions with regard to their effect on the financing of departmental programs and on the development of new programs within the department.

To participate in the preparation of requests for federal grants.

To draft reports and review material for the director with regard to program development.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of program planning and development as it relates to the implementation of a variety of

departmental programs and in terms of statewide and community needs and the ability to establish standards, policies, and administrative controls for such programs; a working knowledge of federal, state and community resources and legislation and their interrelationships, and the ability to apply such knowledge in the identification of the population to be served, needs and priorities, resources available, planning and implementation of the programs, and evaluation; the ability to act as a liaison between the director and his division heads in coordinating all planning and programs and for the department with local governments and community groups in order to coordinate programs, gain their assistance or assist them in initiating, developing and implementing projects; the ability to coordinate current and proposed programs with other state departments where their cooperation is necessary; the ability to evaluate existing programs and to develop plans for their expansion, modification, or elimination; the ability to establish and maintain effective working relationships with department officials, professional people, voluntary agencies, community representatives, other state and local agencies and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Public Administration, Business Administration, one of the Social Sciences, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible capacity involving program development in a field of human service.

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

Class Created: September 2, 1973

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