

**CLASS TITLE: HUMAN SERVICES POLICY  
AND SYSTEMS SPECIALIST**

**Class Code: 02710300  
Pay Grade: 24A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform highly responsible technical, analytical, evaluative and liaison work for the planning and development of human service programs, policies and systems on a statewide basis; to do related work as required.

**SUPERVISION RECEIVED:** Works under the supervision of a superior with some latitude for the exercise of independent judgement; work is usually reviewed upon completion for effectiveness and adherence to desired objectives and results obtained.

**SUPERVISION EXERCISED:** As required may supervise the work of clerical personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform highly responsible technical, analytical, evaluative and liaison work for the planning and development of human service programs.

To assist in the planning, organizing and development of human service policy and systems in an electronic environment.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the methods and techniques involved in the collection and organization of social and economic data used in the planning and development of human services programs, policies and systems; the ability to make technical studies and surveys and to analyze and evaluate said data and make policy and system recommendations; the ability to understand and use electronic file maintenance in effective working relations with federal, state and community officials as well as the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible technical capacity in human service programs.

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

Class Created: July 3, 1988

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