

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

**Class Code: 02710500
Pay Grade: 30A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform the most complex technical, analytical, evaluative and liaison work in human service planning and development of policies and systems; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from who assignments are received in outline form with considerable latitude for the exercise of independent judgement and initiative.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinate technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform the most complex technical, analytical, evaluative work in the planning and development of human service policies and systems on a statewide basis.

To plan, organize and supervise subordinate specialists in the development of human service policy and systems.

To be responsible for planning and organizing field staff input for the development of electronic policy and systems.

To research, write and edit Department of Human Services policy based upon accurate interpretation of federal/state laws and regulations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of developing human service programs and systems; a thorough knowledge of the methods and techniques involved in the electronic and manual collection and organization of data used in human service programs; the ability to understand electronic file maintenance in policy and eligibility systems; the ability to interpret federal and state laws and regulations and their impact on Department of Human Services policies; the ability to establish and maintain effective working relationships 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: progressively responsible employment in using and/or formulating Department of Human Services policies and/or systems.

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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