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Class Specifications for the Class:

WORK PROGRAM SPECIALIST V

Duties Summary:

Plans, supervises and conducts studies of operational programs and recommends improvements; coordinates budget preparation and the development of expenditure plans; assists in implementing, scheduling, coordinating and expediting program activities pertaining to the repair and maintenance of school facilities and the provision of related support services; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is characterized by its responsibility for providing staff support to an administrator of a school facilities and/or related support services program of the Department of Education, by planning, supervising and conducting studies and recommending actions or improvements concerning program operations; assisting in the implementation of improvements; developing work measurement standards and expenditure plans; scheduling and expediting programs; coordinating budget preparation and advising on budgetary requirements; recommending and participating in staff development activities and overseeing the operations of the safety, school furniture acquisition and issuance, and other related support services activities.

Examples of Duties:

Plans, organizes, schedules and supervises the conduct of studies relating to policies, procedures, standards and program operations affecting manpower, materials, equipment and funding; recommends actions or improvements and develops plans for implementation; develops work schedules and coordinates the various divisional programs; evaluates and supervises the compilation of the division's budget to include preparation of proper justifications; coordinates the implementation of the expenditure plan; participates in the development of school furniture standards; recommends and implements training programs; confers with PTA groups, school officials and other interested parties; supervises lower-level specialist and other employees; prepares narrative and statistical reports and correspondence; and performs other duties as required.


Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; research and statistical methods; report writing; general knowledge of management principles and practices, including the budgetary process.

Ability to: Plan, organize and schedule the work of others; evaluate policies, procedures, standards and operations and recommend improvements; establish and maintain effective working relationships with others; train and instruct subordinates; and prepare clear, concise and comprehensive reports.

This is an amendment to the specifications for the class WORK PROGRAM SPECIALIST V that was approved by the Department of Education Civil Service System on October 23, 2006.

DATE APPROVED: 4/15/08



Fay Ikei
Acting Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: April 1, 2008