

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. I - 1770
Code No. II - 1775
Approved by CSB:
August 2, 1995

**PROGRAM SPECIALIST I
PROGRAM SPECIALIST II**

DEFINITION

Under direction performs a variety of detailed, specialized program work in community development, environmental compliance or other designated areas; performs other related work as required. Specialization varies according to position assignment. Some positions are Civil Service Exempt.

DISTINGUISHING FEATURES

Program Specialist I - This is an entry level classification. Incumbents perform specific program and technical assignments of a well-defined and limited nature. Their work is subject to continuing review in progress and upon completion.

Program Specialist II - Positions assigned to this classification are expected to perform varied assignments requiring technical and interpersonal skill in assigned program areas. Work in the class is distinguished from that of the Program Specialist I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. This position provides reports, recommendations, and monitoring. Support is available for problems not covered by reference guidelines, and work is checked occasionally during progress and reviewed upon completion.

EXAMPLES OF DUTIES

1. Participates in the design and implementation of programs and activities. Collects and interprets data and prepares reports.
2. Prepares and reviews contracts. Evaluates proposals for funding.
3. May prepare documents for grant applications and administration.
4. Administers programs to ensure compliance with federal, state, regional and local mandates.
5. Monitors project progress and compliance with applicable regulations.
6. Provides technical assistance to other divisions, departments, organizations, citizen groups, business, etc.
7. Reviews budget and expenditure reports and monitors labor and procurement activities.
8. Interprets and applies government regulations.
9. May coordinate support staff work activities and determine work priorities and methods; provides lead direction and training for support staff.

EMPLOYMENT STANDARDS

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. Actual fields of education and experience will vary according to duty assignment. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with:

Community Development - major course work in public or business administration.

Environmental Compliance - a Bachelor of Science degree in environmental studies, soils, or water quality.

Experience:

Program Specialist I - One year experience in:

Community Development - planning, economics, program development

and/or program management.

Environmental Compliance -
environmental compliance work.

EMPLOYMENT STANDARDS (continuation)

Program Specialist II - Three years progressively professional experience in:

Community Development - public sector
community development work.

Environmental Compliance -
environmental compliance work.

Knowledge

Knowledge of principles and practices of activities, administration and program techniques, regulations and grants as related to:

Community Development -
community development, public and
non-profit administration.

Environmental Compliance -
clean air and clean water and
environmental sciences.

Abilities

Ability to perform both complex and routine administrative work with speed and accuracy; interpret and apply established policies, procedures and codes; interpret and apply complex governmental regulations; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions on a variety of matters; communicate effectively and work cooperatively with employees and the general public.

Other Requirements

Selected positions require a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.