



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ASSISTANCE PROGRAM SPECIALIST

Job Number: 20001131

Job Code: 62260V160916

Job Group: 6200 - HUMAN SERVICES

Job Established: 07/01/1991

Job Revised: 09/16/2016

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides advanced and expert knowledge of program specialties or corrective action activities for public assistance programs such as Aid to Families with Dependent Children (AFDC), Medical Assistance (MA), and Food Stamp Programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, AFDC, Medical Assistance or other public assistance programs.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience involving interviewing, community service work, administrative work, work dealing directly with the public and/or clerical office work will substitute for the required college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides consultative services for managers, supervisors and workers in the review and evaluation of proposed policy and procedure changes as they relate to the AFDC, MA, Food Stamp and other public assistance programs. Provides technical assistance in the interpretation of policies and regulations as they relate to public assistance programs. Collects, analyzes and distributes policy clarification to staff in order to assure consistency in application of policies. Conducts preliminary reviews regarding program procedures for counties scheduled for Management Evaluation Reviews and serves in a monitoring/liaison capacity for the Management Review offices. Provides feedback to the supervisor concerning application of policy and identification of problem areas. Participates in meetings. Participates in development and presentation of training. Reviews and analyzes reports and conducts case reviews to identify errors in the AFDC/FS programs. Provides assistance to management staff in identifying corrective action measures to reduce program error rates. Serves as liaison for management reviews.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel is necessary.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.