



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SERVICE REGION ADMINISTRATOR ASSOCIATE

Job Number: 20001185

Job Code: 65220V151201

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 03/16/1999

Job Revised: 12/01/2015

Grade: 16	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$21,870-\$28,972 - Hourly	NONE
	\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary	NONE
	\$3,790.80-\$5,021.82 - 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 administrative support services to a Service Region Administrator. Provides technical management and operations assistance to staff within the service region. Performs the duties of the Service Region Administrator in his/her absence; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

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

#### **EXPERIENCE:**

Must have five years of professional social work experience or experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance Program, Medical Assistance, Child Support or other public assistance programs.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for the required experience on a year-for-year basis up to a maximum of two years.

#### **Substitute EXPERIENCE for EDUCATION:**

Social work experience or experience in reviewing, monitoring, determining eligibility for and/or administering Food Stamps, Kentucky Transitional Assistance Program, Medical Assistance, Child Support or other public assistance programs will substitute for the required education 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.*

Responsible for assisting the Service Region Administrator in implementation, administration and establishment of quality program initiatives for protection and permanency, family support or child support services within the defined geographical service region. May supervise local office supervisors/managers within the service region. Monitors programs and administrative activities through staff meetings, reports and visits to local county offices. Assists in the development of staffing plans for the service region. Supervises office supervisors/managers in the local protection and permanency, family support or child support offices. Reports to the Service Region Administrator concerning objectives, accomplishments, problem areas and status of programs or activities as related to protection and permanency, family support or child support services. Interprets and enforces federal/state laws and policies related to protection and permanency, family support or child support services. Provides casework consultation upon request. Develops and maintains ongoing communication and public relations within the service region to promote and enhance community partnerships.

**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. Frequent travel within the service region to the local county offices will be required.

**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.*