



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PROGRAM COORDINATOR

Job Number: 20001829

Job Code: 96150V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 13	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$16,432-\$21,875 - Hourly	<b>NONE</b>
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	<b>NONE</b>

### **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.*

Coordinates all inter- or intra-unit administrative functions of a specific program(s) on a statewide basis; 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 professional experience in management or administration.

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

A master's degree will substitute for one year of the required experience.

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

Administrative or business experience 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.*

Interprets laws, regulations, policies and procedures for a program(s) to program implementation staff and program recipients on a statewide basis. Requests and collects program data, edits and analyzes data, and writes comprehensive program status reports for executive and managerial superiors. Performs in depth analysis of program support needs and recommends policy and procedural modifications. Reviews records and reports submitted by program recipients or agency staff for compliance with legal, regulatory or policy standards. Responds to programmatic inquiries from the general public, governmental officials, or other jurisdictions. Prepares, reviews, processes and/or recommends approval of contracts, grants and other program implementation. Reviews, analyzes and reports impact of legislative, financial or policy changes in respect to the program(s). Communicates procedural or program changes to program staff, contractors, recipients, and other interested parties. Attends professional meetings, civic meetings or other meetings to gather or distribute program or technical information.

**UNIQUE PHYSICAL REQUIREMENTS:**

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

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may 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.*