

Project Assistant/Program Coordinator Addendum:

	Project Assistant	Program Coordinator I	Program Coordinator II
Baseline incumbent expectations	<p>Assists Program Coordinators and Managers in carrying out limited on-going support work of program/project activities.</p> <p>All on a limited basis (in scope, authority): Perform research Outreach Fiscal monitoring/tracking?</p> <p>May assist Program Managers by organizing/coordinating sub-sections or parts of a small program.</p>	<p>Less managerial, more coordinator: Coordinates a small program or major components of a larger program that provides administrative and management support associated with it. Is responsible for but these components are often already established and in place: strategic development and planning; policy and procedure development and implementation; resource and funding development; on-going program review, evaluation, and performance measure; and compliance monitoring.</p> <p>Or regional responsibility for a large statewide program.</p> <p>Or significant components or project (s) related to and impact a LARGE COMPLEX program.</p>	<p>Full programmatic responsibility: Develops and manages a large/complex program that has multiple components and administrative responsibilities associated with the program. Is fully responsible for strategic development and planning; policy and procedure development and implementation; resource and funding development and control; on-going program analysis, evaluation, and performance measure; and compliance monitoring. Program changes and evolves requiring these components/responsibilities are done on an ongoing, continual basis.</p> <p>Or full programmatic responsibility for developing and managing multiple smaller programs.</p> <p>This job class may have supervisory responsibilities for professional and/or technical staff supporting the program.</p>
1A. Program Complexity	<p>Does not have full programmatic authority; may be responsible for components, sub-sections of a <u>small</u> Program.</p> <p>May be involved with basic funding development, on a limited basis. However funding sources are mostly stable. May track or project budget needs but very limited financial responsibility.</p> <p>Constituency:</p> <ul style="list-style-type: none">• Works with specific and narrowly focused target groups.• May work with local agencies,	<p>For all options, limited scope of responsibility and authority:</p> <p>Size or scope of responsibility is limited. Specific target groups or limited geographic scope. Program is relatively stable, with little fluctuations or controversy. Few strategic planning changes are needed and it's more a matter of coordinating all programmatic components to ensure the continued operation and delivery of services. Funding sources are relatively stable.</p> <p>Constituency:</p> <ul style="list-style-type: none">• Program and sub-program constituents have service needs and requirements that may run between/among multiple state agencies,	<p>A large/complex program: multi-faceted in that it has multiple components often requiring cooperative joint planning and cooperation with multiple state, federal or tribal agencies, government jurisdictions, community organizers, stakeholders and/or private sector business; multiple or changing funding sources; Program fluctuates and requires continual analysis and evaluation to make adjustments to strategic planning and development. Programs are often subject to political influences, generate controversy.</p> <p>Constituency:</p> <ul style="list-style-type: none">• Program and sub-program constituents have an array of service needs and requirements that run between/among multiple state agencies, government jurisdictions,

	<ul style="list-style-type: none"> public. Guided by laws that are specific. Programs are funded by sources that are mainly stable and require very limited management or oversight. May work with administrative staff regarding funding. 	<p>government jurisdictions, community organizers and/or private sector business. (e.g. seniors/behavioral health/developmental disabilities/low income, etc).</p> <ul style="list-style-type: none"> Programs affected by different but limited fund source requirements (e.g. Medicaid/ Indian Health Service \$/General Funding/Grants). Guided by laws/regulations specific to a limited clientele. <p>Work is comprised of interrelated activities within a program serving a defined constituency.</p>	<p>community organizers and/or private sector business. (e.g. seniors/behavioral health/developmental disabilities/low income, etc).</p> <ul style="list-style-type: none"> Programs affected by numerous fund source requirements (e.g. Medicaid/ Indian Health Service \$/General Funding/Grants). Programs are guided by overlapping, duplicative or conflicting laws/regulations. <p>Work is comprised of a group of diverse and potentially divergent activities among multiple programs serving a divergent constituency.</p>
	Professional, but not necessarily complex at this level as the role is assistive, narrowly focused, with little authority.	Responsible for program implementation and ongoing operations of the identified program or program components. May supervise technical staff associated with the program.	Full responsibility for program development, administration and management which may include supervision of professional and technical staff support the program.
2. Nature and variety of work	<p>Works in a professional assistive capacity. Duties are analytical, evaluative, and interpretive in nature.</p> <p>Are responsible for limited term, non-continuous projects or on-going program activities of a limited scope.</p>	<p>Works with higher level managers to develop/establish new programs.</p> <p>or</p> <p>Is fully responsible for coordinating a small, well established program.</p> <p>Or</p> <p>Is responsible for multiple program components of a larger statewide program.</p>	Fully responsible for developing and establishing new programs or coordinates an already established large/complex/diverse program.
3. Guidelines	Determines appropriate actions within small, narrow parameter – as set by the manager. Develops internal procedures based on broader established guidelines.	Well established guidelines and methods. Accepted policies, practices and protocols are consistent and stable. Provides guidance and coordinates activities for all involved with program.	Defines parameters of and performs complex analysis of program to develop options with significant programmatic impact, statewide. Establish program policy. Determines overall program strategies, standards, and practices.

	May modify specific guides to address new situations.	May recommend changes to program policy and procedures. Purpose for review is primarily for determining compliance. Implements procedures to support policies and regulations imposed by the feds or other regulatory agencies.	Evaluating practices against program objectives to improve program content. Develops procedures to support policies and regulations imposed by the feds or other regulatory agencies.
4. Level of authority and accountability. Scope/impact of recommendations, decisions, commitments: The nature and scope of decisions, commitments, and consequences of error within the organization. As the level goes up, a) the consequences of decisions made become wider (span of control), both internally and externally, b) decisions have longer term effect/impact, c) Consequence of error becomes greater.			
	Decisions and recommendations made at this level are limited in scope and impact, and within the objectives set by the manager; limited or non-discretionary. Makes recommendations on specific issues where little or no interpretation of statutes, policies, or regulations is needed. Assists managers by answering basic questions or directs questions to appropriate manager for information and answers.	Has responsibility for a small program or sub-program but reports to higher level. Or Has regional responsibility for a program that is very large. Or Has decision authority for major program components. Program or issues are generally non-controversial. Formulating and negotiating cooperative agreements with other agencies or entities to assure program implementation.	Statewide responsibility for the program. May have authority over a very large program with sub-programs. Accountable for all, through subordinate supervisors/Program Coordinators or other advanced level professional positions. Broad impact. Recommends to state and local agency officials, new approaches designed to effect desirable changes in program administration and operation. Decisions made at this level can have significant legal and political impact. Scope and impact of recommendations, decisions, and commitments has impact on other activities in the program, state or other jurisdictions' programs. Assures full collaboration between/among multiple state agencies, government jurisdictions, community organizers and/or private sector business. (e.g., seniors/behavioral health/Native/developmental disabilities/low income, etc.

5. Contacts: Internal and external Nature and purpose of person-person work relationships.	<p>Assists in coordinating program activities with related efforts of other (lower level) agency staff, advocacy groups etc.</p> <p>Is a contact for general program information.</p>	<p>May include the cooperation and joint planning of multiple state, federal or tribal agencies, government jurisdictions, community organizations, stakeholders or private sector business.</p> <p>Contacts are generally ongoing, well established.</p>	<p>Requires the cooperation and joint planning of multiple state, federal or tribal agencies, government jurisdictions, community organizations, stakeholders or private sector business.</p> <p>Collaboration/extensive outreach, discussion, negotiation, partnering internally and externally involving staff, peers, executives, advisory bodies, legislative reps, municipality/community officials, private industry, public, fed agency reps.</p> <p>Coordinates the efforts and interests of different governmental jurisdictions having conflicting or overlapping objectives</p> <p>On-going interaction with high ranking individuals, groups, industry or regulatory agency representatives for the purpose of justifying programs and policies, and negotiating or resolving significant and controversial issues.</p> <p>Involvement with legislature/legislation. Coordinates with legislature, Department of Law in drafting/modifying laws and regulations; holds public hearings; prepares and presents testimony as required/necessary.</p>
6. Program Funding source complexity, control and authority and responsibility for development, preparation, spending and/or implementation. Size and complexity of program budget; variety of funding sources?			
Program funding sources can indeed be complex, and frequently fluid. Medicare/Medicaid eligibility directly impacted by a wide variety of multiple programs’ policies/laws/regulations, federal changes noticed in the Federal Register; IHS eligibility directly impacted by changes noticed in the Federal Register; federal grant funds subject to annual renewal. Special grant funding can be time-sensitive, and require specific supporting data for funding continuation. All of these factors are exacerbated by modifications or changes to internal program policies/procedures. Non-compliance with any one fund source can jeopardize the entire program’s funding fabric (e.g., matching funding, disallowance of certain supporting data, department “belt-tightening” strategies, etc.)			
	Primary task is to assist higher level managers/administrators.	Accountable for management and coordination of program budget, planning, and monitoring.	Fully accountable for development of program funding and develops strategies for leveraging program funding.

	<p>May perform limited funding/budget tasks. Funding and expenditure guidelines are provided. Fiscal focus may be on grants/contract monitoring. Little authority.</p> <p>May draft contracts/RSAs/Cooperative agreements.</p>	<p>Propose and develop Requests for Proposals (RFP).</p> <p>Negotiates contracts.</p>	<p>Research, identify, propose and secure funding sources.</p> <p>Develop, review and approve grant proposals and applications prior to submission.</p> <p>Monitor progress of grant proposals and negotiate amendments.</p> <p>Manage the grant selection process and interpret selection criteria. Writes federal grants and manages federal \$.</p> <p>Fully accountable for program budget which may include several projects/subprograms. Coordinates program budget between projects/subprograms.</p>
7. Nature of supervision received: placement in chain-of-command	<p>Work is performed independently, under the direction of a higher level program professional.</p> <p>Procedures for doing the work have been established and guidelines are available; however, incumbents are expected to interpret and adapt agency policies, statutes and regulations, precedents and work directions for application to short-term problems/issues of limited consequence to the resource or industry.</p>	<p>Functions under general supervision/direction. Coordinates, conducts and evaluates activities and functions associated with their identified program.</p>	<p>Functions independently under general supervision/direction. Assigns, prioritizes, and evaluates activities and functions associated with all aspects of the program.</p>
8. Program evaluation/and compliance monitoring.	<p>May be responsible for upholding established reporting requirements,</p>	<p>Under direction, establishes and maintains a system of information gathering and reporting on program</p>	<p>Analyzes MIS data and program indicators to assess program effectiveness; writes, reviews, or finalizes reports; conducts reviews</p>

Program compliance monitoring	compliance and quality control criteria.	activities; writes reports; conducts reviews to assess compliance with program policies, procedures, federal requirements and other QA criteria.	to assess compliance with program policies, procedures, federal requirements and other QA criteria.
9. Supervision over others	Not class controlling; may supervise or lead technical or clerical staff.	Not class controlling; More likely to have technical or clerical support staff.	Although not class controlling incumbents often has lead or supervisory responsibility over other professional staff. Must work with other professional staff.