



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SERVICE REGION ADMINISTRATOR

Job Number: 20001184

Job Code: 65200V230916

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 08/16/1998

Job Revised: 09/16/2023

Grade: 19	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$33,635-\$50,453 - Hourly	<b>NONE</b>
	\$5,465.70-\$8,198.62 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$5,830.08-\$8,745.20 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

### **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.*

Administers all programs and services assigned to a Service Region for a defined geographical area. Provides management for the supervision, development and implementation of family protective services, adult protective and permanency services, and/or the Kentucky Transitional Assistance Program, food stamp benefits and child support. Supervises administrative and program support staff. Sets and implements strategic goals, outcomes and performance indicators; and performs other duties as required

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in a human services field, public administration or business administration.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Six years of professional experience in the administration or supervision of family protection or family support services such as child protective services, adult protective services, foster care, Kentucky Transitional Assistance Program, food stamp benefits, or child support programs, or professional experience in the management of human services programs.

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

A master's degree in a human services field, public administration, or business administration will substitute for the required experience on a year-for-year basis up to a maximum of two years.

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

Experience in administering and/or supervising family protection and/or family support services such as child protective services, adult protective services, foster care, Kentucky Transitional Assistance Program, food stamp benefits or child support programs will substitute for the required college 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.*

Assigns, coordinates, supervises and evaluates the work of personnel responsible for the implementation of policy regarding the enforcement of state and federal laws, rules and regulations. Determines the effectiveness and necessity of existing rules and regulations and makes recommendations to appropriate administrative staff. Has responsibility for the budget management functions of a Service Region including budgeting activities, accounting requirements, compliance with state and federal financial requirements and maintaining accounting records. Provides guidance to local offices regarding program planning, development, implementation and evaluation. Assures regional attainment of negotiated outcomes for families, children and vulnerable adults. Provides input for statewide policy development and implementation. Represents the department and/or cabinet on task forces, committees, councils or meetings. Negotiates client-based and community partnership outcomes and ensures performance indicators are met.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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

Work is performed in an office setting. Will have frequent travel within the service region and occasional travel within the state.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be 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 the position at issue. 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*