



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ASSISTANCE PROGRAM SPECIALIST

Job Number: 20001131

Job Code: 65050V230916

Job Group: 6500 - PUBLIC ASSISTANCE

Job Established: 07/01/1991

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 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.*

Provides expert knowledge to program staff in the interpretation of policies and regulations for public assistance programs such as Kentucky Transitional Assistance Program (KTAP), Kentucky Works Program (KWP), Supplemental Nutrition Assistance Program (SNAP), Medical Assistance, Child Care Assistance Program (CCAP) and other programs. Participates in corrective action initiatives to ensure accuracy in the application of policy; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in reviewing, monitoring, determining eligibility for, or administering the Supplemental Nutrition Assistance Program, Kentucky Transitional Assistance Program, Medical Assistance, Child Care Assistance Program, or other public assistance programs.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in social work, counseling, providing direct services to individuals and/or families (i.e., employment services, community action agencies), or experience in reviewing, monitoring, determining eligibility for and/or administering the Supplemental Nutrition Assistance Program, Kentucky Transitional Assistance, Medical Assistance Child Care Assistance Program, 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.*

Provides expert knowledge in the interpretation of Family Support policies, regulations, and program development. Provides expert technical assistance to field staff and supervisors in the interpretation of policies and regulations as they relate to Kentucky Transitional Assistance Program (KTAP), Kentucky Works Program (KWP), Supplemental Nutrition Assistance Program (SNAP), Medical Assistance, Child Care Assistance Program (CCAP) and other programs. Provides expert knowledge in system navigation and/or providing Call Service System monitoring and support. Conducts case reviews and provides assistance to staff in resolving errors. Reviews and analyzes reports and conducts case reviews to identify errors. Identifies corrective action measures to reduce program error rates. Develops trainings based upon those error trends to assist with reduction of error rates. Analyzes data for error trends and makes suggestions for trainings. Participates in meetings with other Public Assistance Program Specialist staff to discuss policy and procedural changes, updates, and ongoing issues and concerns. Attends supervisor meetings to update supervisors on the state of policy changes, answer questions related to those changes, and discuss error trends and suggestions for improvement. Provides feedback to the supervisor concerning application of policy and identification of problem areas. Participates in development of evaluation of policies and procedures related to Family Support programs. Provides assistance to management, local office supervisors, and front-line staff in development and monitoring of performance improvement plans based on results of quality control reviews, as well as management evaluation reviews. Provides consultative services for managers, supervisors, and workers in the review and evaluation of proposed policy and procedure changes as they relate to 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. Uses advanced and expert knowledge of the Title IV-E program to provide policy/procedure clarifications and consult services to staff, supervisors, regional management, internal and external stakeholders, etc. Reviews and evaluates current and proposed policy and procedure changes regarding the children's benefits programs. Completes and maintains current eligibility determinations for Title IV-E and Medicaid benefits for children in out-of-home care and for children in adoptive placements for subsidy-related benefits.

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

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification 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 job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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.