



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROCEDURES DEVELOPMENT SPECIALIST II

Job Number: 20001835

Job Code: 96220V230916

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 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 assistance in the analysis of federal and state laws and regulations to determine the impact on agency programs. Develops and implements operational policies and procedures for defining program effectiveness. Responds to complex inquiries requiring in-depth research of program policy. Writes and recommends operational procedures manuals; 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 professional experience in public or business administration, political science, statistics, policy analysis, economics, or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in public or business administration, political science, statistics, policy analysis, economics, or a related field 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.*

Analyzes major federal programs for implications and develops alternative strategies. Develops, implements, and interprets policies and procedures relative to agency programs. Identifies program and systems deficiencies including reconciliation of system processes to insure programmatic needs are met. Provides expert assistance in the analysis of federal and state laws and regulations to determine the impact on agency programs, especially related to rate reimbursement. Responds to complex inquiries that require in-depth research of program policy regarding rate reimbursement and fiscal impacts. Identifies and analyzes major policy issues requiring resolution. Interprets policies, procedures, and regulation. Identifies changes needed to program regulations as the result of changes in federal or state statutes. Writes instructional material and policy and procedural manuals. Reviews court decisions, legal opinions, administrative regulations, statutes, federal review reports and audit findings, or proposed legislation to identify the impact of agency programs and activities. Responds to complex inquiries from clients, departmental staff, and other agencies to provide expert technical assistance in the interpretation of policies and procedures. Conducts in-depth research of issues in response to inquiries and assists in preparing expert oral or written responses on policy, eligibility, claims, and other programs including systems as appropriate. Identifies program fraud, abuse, or trafficking issues. Assists in investigations to detect and substantiate fraud, abuse, or trafficking. Participates in the development of budget requests and advises agency management on program and financial issues. Monitors provider contracts for adherence to state and federal regulations. Writes contract Scope of Work, state plan, and administrative regulations. Supervises clerical staff and coordinates the work of professional staff in carrying out the functions of the office. Coordinates the research and evaluation of all federal and state laws and regulations in the development or revision of program policies and procedures. Determines program implications, options available, and fiscal impact on specific programs. Serves as liaison with management to facilitate the administration of program policies and procedures. Writes instructional material and develops forms for the implementation or revision of specific policies and procedures. Evaluates statistical data to identify problem areas and recommends corrective action. Monitors agency programs, instructional material, and financial activities to ensure conformity with division/bureau goals and objectives. Conducts studies to determine feasibility and impact of new policies and procedures on programs. Corresponds with local, state, and federal personnel on matters relative to specific programs. Reviews and maintains technical and statistical reports.

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.

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.