

## ECONOMIC OPPORTUNITY PROGRAM SPECIALIST 2

### KIND OF WORK

Journeyman level professional economic opportunity program analysis work.

### NATURE AND PURPOSE

Employees in this class operate independently within established frameworks and have ongoing responsibility for economic opportunity program functions of a complex and sophisticated nature. Much of the work involves program analysis or providing technical assistance to program agents and developing and carrying out program monitoring systems. Incumbents of this class are knowledgeable in several facets of economic opportunity programs and are able to initiate and carry out assignments with minimal supervision. Direction is received from higher level specialists or supervisors

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assesses adherence of program deliverers to federal regulations and state policy and recommends corrective action where appropriate.

Promotes understanding and acceptance of economic opportunity programs and interprets regulations to local political subdivisions, regional councils and community action agencies.

Conducts training to orientate programs for community action agency boards and staff.

Works with other staff in developing economic opportunity programs and training programs.

Provides information and data to regional and state agencies relative to the problems and needs of low income people.

Analyzes performance of agency programs, identifies problem areas and recommends improvements.

Assists organizations representing low income people to establish communications and gain representation on decision making boards and commissions.

Assists local jurisdictions and community action agencies in the development of economic opportunity programs.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the intricacies of economic opportunity programs and their procedures and guidelines.

Working knowledge of federal and state guidelines, legislation, budgets and organizations as they impact economic opportunity programs.

Working knowledge of agencies, organizations, committees, or other groups involved with the economically disadvantaged.

Skill in:

Conceptual and organizational skills sufficient to package program funding proposals, recommend formulation of new program ideas or to develop sophisticated monitoring assessment and technical assistance techniques.

Ability to:

Communicate effectively with low income advocacy groups, public officials and commissions and general public.

Analyze complex issues and regulations and to formulate program policies and systems.

Write and speak effectively.

Est.: 10/77  
Ckd.: 8/92

T.C.:  
Former Title(s):