

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Program Specialist

BAND: B	GRADE: 2	SUBGRADE: 2	CLASS CODE: J23-1522
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Administration - Programs	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: The Program Specialist performs a variety of skilled technical activities in programs requiring public or staff compliance with governing laws, rules and regulations. Positions serve as a technical resource in areas such as: payroll, accounts payable, property and tax assessment and recordkeeping.

DISTINGUISHING CHARACTERISTICS:

Program Specialist is a stand-alone class distinguished from other classes by assignment to operational field or coordinating activities of a technical nature involving the coordination of program elements, provision of technical information and training, and responsibility for ensuring compliance with legal and safety/security standards.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (position assignments may vary.)	BAND/ GRADE
1.	Assists others in accessing and using the program services by performing activities such as processing payroll, accounts payable, financial transactions, auditing accounts and transactions, and maintaining records.	B2
2.	Develops, reconciles, and provides statistical information for area of assignment such as benefits, payroll, property exemptions and tax calculations and payments.	B2
3.	Performs research and troubleshooting activities such as: researching and ensuring compliance with agreements, policies, and procedures; auditing accounts and transactions.	B2
4.	Communicates and enforces program laws and regulations in area of assignment. Provides technical program information regarding established procedures within areas of assignment.	B2
5.	Provides support and service to customers. Applies technical knowledge to resolve problems and educate the program user/customer. Recommends or takes corrective action. Serves as liaison for Yakima County and various agencies.	B2
6.	May function as lead to others.	B2
7.	Performs other duties as assigned.	

Knowledge of: (Position requirements at entry):

Knowledge of:

- County, State and Federal laws and regulations pertaining to the program;
- Basic emergency response or security protocol for activities assigned;
- Principles and methods associated with public information dissemination;

Technical use of software, equipment and devices used in the assigned program

Skills (Position requirements at entry):

Skill in:

- Providing program advice and education to staff or the public by phone or in person;

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- Interpreting, applying and explaining program laws, rules and regulations;
- Operating standard program devices and equipment;
- Working independently and scheduling work;
- Preparing reports and documenting repairs, inspections or other activities;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and four years technical education or experience in the area of assignment, including at least one year working with the public or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing Requirements (Position requirements at entry):

Positions may require one or more of the following:

Some positions may require a valid US Driver's license;
Successful completion of a criminal and/ or financial background investigation and general employment verification;
Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment.

Physical Requirements:

Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 1/1/98

Revised: 1/1/99

Revised: 5/1/00

Revised: 06/1/21

Revised: 11/30/22