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| PART I | DEPARTMENT OF PERSONNEL SERVICES | 3.381 |
| | STATE OF HAWAII | 3.382 |
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Class Specifications
for the:

PROGRAM SPECIALIST (SUBSTANCE ABUSE) SERIES

This series includes positions which are concerned with the monitoring and coordination of substance abuse programs in the State. Substance abuse programs may be concerned with prevention, treatment, rehabilitation, education, and/or research activities.

Positions in this series are concerned with the following:

- (1) participating in the development of a State plan for substance abuse and overseeing the implementation of a State plan for substance abuse;
- (2) identifying all funds, programs and resources available in the State, public and private, and from the federal government, which are being used or may be used to support substance abuse prevention, rehabilitation, treatment, education and research activities;
- (3) encouraging and coordinating the involvement of private and public agencies in the assessment of substance abuse problems, needs and resources;
- (4) establishing mechanisms and procedures for, and receiving evaluating program proposals;
- (5) coordinating the delivery of available funding to public and private agencies for program implementation;
- (6) monitoring substance abuse treatment program activities by means of on-site visitation surveys; and
- (7) reviewing the State substance abuse plan annually for the purpose of evaluation and recommending necessary amendments to conform with the requirements of federal or State laws.

Levels in this series are distinguished on the basis of the factors of nature and scope of assignments; nature and extent of supervision received, supervision exercised over subordinate positions and knowledge and abilities required.

This is an amendment to the PROGRAM SPECIALIST (SUBSTANCE ABUSE) series which was approved on February 2, 1978, and the first specification for the new class PROGRAM SPECIALIST (SUBSTANCE ABUSE) III.

DATE APPROVED: 7/11/78

Donald Botelho
DONALD BOTELHO
Director of Personnel Services

PROGRAM SPECIALIST (SUBSTANCE ABUSE) III 3.381
[PRGM SPCLT (SUBSTANCE ABUSE) III]

Duties Summary:

Monitors substance abuse program activities of State and federally funded agencies; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for monitoring all substance abuse program activities of State and federally funded, grant-aided and contracted agencies in the State. This involves on-site interviews of agencies' staffs, facilities, inspections, review of clients' files, review of various data from agencies' reports on clients, staff and activities, and the preparation of appropriate reports evaluating the activities mentioned and the extent to which programs are fulfilling established objectives. The monitoring function is conducted under the general supervision of a higher-level program specialist and in accordance with State and federal laws, rules and regulations. A position in this class may also assist higher level specialists in program planning by reporting on existing activities, conducting studies and analyses and developing plans for projects or segments of programs.

Examples of Duties:

Monitors State and federally funded grand-aided and contracted agencies concerned with substance abuse programs; conducts on-site monitoring activity; obtains data and related information on the overall operations and activities of agencies substance abuse programs; monitors administrative and fiscal procedures, delivery of services, and related activities being provided; monitors effectiveness, adequacy and accessibility of services in compliance with State and federal regulations; monitors implementation of State policies and procedures relative to counselor certification and program accreditation standards; gathers data and information towards the annual evaluation of substance abuse programs and activities to insure planned program objectives are being met; assists agencies in program development, operations and overall management; initiates agencies' program staff training; acts as resource to agencies' program personnel; assists agencies in the development of procedures, guides, and reporting forms; assists agencies in the compilation and analysis of data and information required relative to on-going activities; assesses appropriateness and adequacy of levels of operations and services being provided; prepares appropriate reports; may assist in the development of the State plan; and performs other duties as required.

Knowledge and Abilities Required:

Knowledge of: State and federal laws, rules, and regulations concerning alcohol and drugs and the prevention, treatment and rehabilitation of substance abusers; community resources and services relating to substance abuse; and evaluative techniques and report writing.

Ability to: Develop and maintain effective working relationships with others; communicate effectively, orally and in writing; prepare clear and concise reports; adhere to administrative policies and procedures; and identify and analyze operational problems and recommend solutions.

PROGRAM SPECIALIST (SUBSTANCE ABUSE) IV 3.382
[PRGM SPCLT (SUBSTANCE ABUSE) IV]

Duties Summary:

Participate in the development of the State plan for substance abuse; participates in the coordination and evaluation of all State and federally funded program and activities in the State relating to substance abuse; conducts program and operational studies and activities to assist grant-aided and contracted agencies in developing substance abuse programs; monitors such agencies to insure activities and use of funds conform to project intent and requirements; and performs other duties as required.

Distinguishing Characteristics:

This class involves participation in the development of the State plan for substance abuse and in the planning, coordination and evaluation of all State and federally funded substance abuse programs in the State, including prevention, treatment, rehabilitation, education and research activities. Positions in this class also involve assisting grant-aided and contracted agencies in developing substance abuse programs and monitoring such agencies for conformance with State and federal laws, rules and regulations. The work is performed under the supervision of a higher-level program specialist (substance abuse).

Examples of Duties:

Participates in planning and the coordination and evaluation of substance abuse programs and activities in the State, including prevention, treatment, rehabilitation, education and research activities; assists public and private agencies in planning and implementing prevention, treatment, rehabilitation, education and research activities by conducting program and

operational studies and activities; provides guidance and assistance to public and private agencies in locating funds and other resources available from State, federal, County and private agencies which can be used to support substance abuse programs, reviews and recommends action on proposed projects, including contracts and grant applications; monitors funded agencies through on-site visits to insure program objectives, and contractual and grand commitments are being met and State and federal guidelines are being followed; develops and coordinates substance abuse educational and training programs in collaboration with public and private agencies; provides liaison with public and private agencies towards identifying programs and their approaches and methods in planning toward a comprehensive system of services; participates in assessing the target population, effectiveness adequacy, and accessibility of services and facilities; and performs research, gathers data and assists in the preparation of the State substance abuse plan.

Knowledge and Abilities Required:

Knowledge of: State and federal laws, rules and regulations concerning alcohol and drugs, and the prevention, treatment and rehabilitation of substance abusers; community resources and services relating to substance abuse; research and basic statistical methods; report writing; and public relations.

Ability to: Participate in the development of the State plan for substance abuse; assist agencies in conducting program and operational studies and locating and applying for funding; and review project proposals including grant applications.

PROGRAM SPECIALIST (SUBSTANCE ABUSE) V 3.383
[PRGM SPCLT (SUBSTANCE ABUSE) V]

Duties Summary:

Supervises activities relating to the development of the State plan for substance abuse; supervises the coordination, evaluation, and monitoring of State and federally funded public and private agencies in the State concerned with the prevention, treatment, rehabilitation, education and research activities relating to substance abuse; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for supervising a small professional staff in activities relating to substance abuse planning and the coordination, evaluation, and monitoring of State and federally funded public and private agencies in the

State concerned with the prevention, treatment, rehabilitation, education, and research activities relating to substance abuse. The work is performed under the supervision of the chief of the substance abuse branch.

Examples of Duties:

Supervises a small professional staff in planning, and the coordination, evaluation and monitoring of public and private agencies in the State concerned with the prevention, treatment, rehabilitation, education and research activities relating to substance abuse; implements policies and procedures to assure efficient and effective staff work; keeps Branch Chief informed on status of priorities, activities and projects currently in progress; reviews and recommends action on subordinate staff work to the Branch Chief; assists the Branch Chief in the preparation, revision and/or updating of the State plan for substance abuse; assists the Branch Chief in the review of all funds and resources available in the State, federal, County, private and other sources and recommends appropriate actions; analyzes problems and needs of substance abusers and directs subordinates in the development of needed activities and services; prepares applications for federal grants for the Branch Chief's review; assists the Branch Chief in the preparation of the budget; maintains inventory of programs, facilities funding sources, personnel and other resources concerning prevention, treatment, rehabilitation, education and research activities relating to substance abuse; establishes and maintains an information and referral system; and writes reports, replies to correspondence, attends meetings with representatives of community agencies and various institutions and groups concerned with substance abuse.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at the previous level, knowledge of the principles and practices of supervision is required.

Ability to: In addition to the abilities required at the previous level, the ability to supervise subordinates in planning activities and in coordinating, evaluating, and monitoring public and private agencies concerned with the prevention, treatment, rehabilitation, education and research activities relating to substance abuse is required.