

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.397
	STATE OF HAWAII	3.398
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Class Specification
for the

CHILDREN AND YOUTH PROGRAM SPECIALIST SERIES

This series includes all classes of positions involved in a statewide program concerned with coordinating, evaluating and fostering services for the welfare of children and youth within the State. Knowledge of the needs and problems of children and youth, pertinent community resources, and applicable State and federal laws are required.

Positions in this series provide professional and administrative support to the State Advisory Council and county agencies on Children and Youth in the study, analysis and evaluation of all services for children and youth within the State and in efforts to improve the range, completeness and quality of such services. Services in behalf of children and youth pertain to such fields as health, child guidance, social service, education, recreation, child labor, family courts, probation and parole service, and detention and correctional facilities. Functions include research on the needs of children and youth in the State, review of legislation and appropriations pertaining to services to children and youth and presentation of revisions; appraisal of the availability, adequacy and accessibility of services; study of the operations and policies of all State and county agencies responsible for providing services for children and youth, and reporting of findings and recommendations to the Legislature and Governor; maintaining contact with local and federal officials concerned with planning for children and youth, encouraging and fostering local community action including youth involvement, development and promotion of plans and programs for the prevention and control of juvenile delinquency; cooperation with the National Commission on Children and Youth, and arranging for participation in the decennial White House Conference on Children and Youth.

Levels in this series are distinguished on the basis of the factors of the scope and nature of work, nature of supervisory control exercised over the work, purpose and nature of person-to-person work relationships; nature and scope of recommendations, decisions, commitments and conclusions; and knowledge and abilities required.

This is to reinstate and add the class Children and Youth Specialist V to the CHILDREN AND YOUTH SPECIALIST series approved on February 18, 1988.

DATE APPROVED: 2/23/90

/S/ Diana H. Kaapu
for ALFRRED C. LARDIZABAL
Director of Personnel Services

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This is a change in title only from Children and Youth Specialist III, IV and V to CHILDREN AND YOUTH PROGRAM SPECIALIST III, IV and V, effective 6/1/07.

Date Approved: 6/1/07



for MARIE C. LADERTA

Director of Human Resources Development

CHILDREN AND YOUTH PROGRAM SPECIALIST III
(CHILDREN & YOUTH PRGM SPCLT III)

3.397

Duties Summary:

Assists in determining and fostering services for children and youth by conducting fact-finding and analyses and preparing reports of findings and tentative recommendations; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for assisting in determining the needs of and promoting services to children and youth by the performance of research, analysis and other program support activities as assigned. Work involves assisting higher level specialists who are responsible for planning, developing and implementing major program components, by independently conducting assigned research studies and analyses of programs, problems and needs of children and youth. A position in this class may personally be responsible for performing studies which are limited in scope and complexity and/or may assist higher level specialists in completing assigned segments of major program or operational studies. Instructions on the scope and objectives of assignments are received and guidance is available when problems or difficulties arise, although the incumbent is expected to complete the assignment and prepare recommendations for the improvement, promotion or strengthening, etc., of programs and services to children and youth. Completed work is reviewed for quality, completeness and adherence to instructions and program guidelines.

Examples of Duties:

Compiles information on assigned program or service issue(s), obtains documents to verify the sources of information used, analyzes and summarizes information and prepares reports of findings; assists in the evaluation of programs and activities by preparing reports on significant information relevant to the programs and services for the assigned target group, makes recommendations as to solutions to problems or alternatives for action; keeps abreast of and compiles information relevant to programs and services for children and youth from a wide variety of sources; assists in the study and analysis of laws, directives, guides and instructions on services to children and youth; provides staff services to support various advisory groups by preparing summaries, digests, agenda and other materials preparatory to meetings and follows up on council decisions; may prepare for and conduct surveys of needs and may assist the supervisor in contacting news media in promoting public understanding of the problems, needs and services of children and youth.

Knowledge and Abilities Required:

Knowledge of: Human behavior including some knowledge of the needs of children and youth; community organization; sources of information pertaining to human service programs and concerns; and report writing.

Ability to: Conduct research and program analyses and prepare clear and concise reports; communicate effectively orally and in writing; learn and understand pertinent laws regarding children and youth; maintain effective working relationships with others.

CHILDREN AND YOUTH PROGRAM SPECIALIST IV
(CHILDREN & YOUTH PRGM SPCLT IV)

3.398

Duties Summary:

Provides assistance in determining and promoting the needs of children and youth by planning, developing and conducting research; serves as liaison and technical resource person for assigned areas of responsibility; and performs other related duties as assigned.

Distinguishing Characteristics:

This class involves responsibility for research and performing other varied program support activities in determining and promoting the needs of children and youth. Work is performed in accordance with general supervision as to program goals and policies, and an incumbent develops and carries out required procedures with technical responsibility for results. Personal contact work is involved in serving as resource person and in assisting in working with standing committees, and community groups and agencies.

Examples of Duties:

Plans, organizes and conducts research on the needs of children and youth; reviews laws and programs concerning services to children and youth; prepares reports and presents findings; assists standing committees and other groups by providing informational and research assistance; serves as group discussion leader; speaks to groups and individuals, and provides basic orientation on problems, needs and programs of children and youth; assists in the compilation and analysis of program and administrative data.

Knowledge and Abilities Required:

Knowledge of: The characteristics and needs of children and youth; community organization; community resources pertaining to children and youth; report writing.

Ability to: Communicate effectively orally and in writing, including speaking to groups and individuals; conduct research, and prepare clear and concise reports; understand all pertinent laws; develop and maintain effective working relationships with others.

CHILDREN AND YOUTH PROGRAM SPECIALIST V
(CHILDREN & YOUTH PRGM SPCLT V)

3.399

Duties Summary:

Plans, develops and implements a major program component, such as one involving all areas of youth services within the State; serves as expert resource, and conducts all relevant research; and performs other duties as assigned.

Distinguishing Characteristics:

This class involves immediate responsibility for the formulation and conduct of all projects and activities pertaining to all areas of youth services or children's services within the State. The work is performed in accordance with broad policy and general guidelines and administrative direction, and involves significant personal contact in developing community involvement, coordination of services and public support.

Examples of Duties:

Participates in overall program planning and formulates program details, including justification and budgetary requirements, relative to the major component assigned; recommends approaches, methods, policies and procedures; establishes and maintains working relationships with county officials and community groups, and provides guidance and assistance in determining needs, planning, and carrying out efforts to improve services to children or youth; plans and conducts research, prepares reports of findings and recommendations, and serves as resource to standing committees and other groups; conducts public meetings and speaks to groups and individuals; prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: The characteristics and needs of children and youth; community organization; community resources pertaining to children and youth with particular emphasis as applicable; governmental organization and interrelationships; report writing; pertinent laws.

Ability to: Participate in overall program planning and formulate program details; communicate effectively, orally and in writing, including speaking to groups and individuals; deal effectively with other; plan and conduct research, and prepare clear and concise reports; analyze programs of services to children and youth.