

Minimum Qualification Specifications  
for the Class:

CHILDREN & YOUTH PROGRAM DEVELOPMENT OFFICER  
(CHLDRN & YOUTH PRGM DEV OFFCR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: The characteristics and needs of children and youth-at-risk (typically age 8 to 24 years); philosophy, principles, concepts, trends and practices of juvenile justice, criminal justice and youth development work; management principles and practices as they relate to program planning and evaluation, effective work organization and staff utilization, and budget preparation and execution; report writing; and program evaluation and research strategies and methodology.

Ability to: Plan, organize, direct, coordinate and manage the program development functions and activities of a statewide program which provides a broad spectrum of services for children and youth; formulate policies, standards and guidelines; plan and conduct management studies for program planning and evaluation purposes; analyze and define problems and develop feasible solutions; prepare clear and concise reports, correspondence, bills/legislation, and testimony; speak effectively to groups and individuals; establish and maintain effective working relationships with governmental and private agencies; and plan, assign, and review the work of subordinate professionals.

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under the Program Specialist Experience or Children and Youth Program Specialist Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Program Specialist Experience: One and one-half (1-1/2) years of progressively responsible professional work experience which demonstrated the ability to analyze programs, budgets, services, facilities, manpower requirements, operations or organizations to determine their effectiveness, achievement of program objectives, cost factors, and to participate in planning for future needs or for related management purposes. The experience must have demonstrated the ability to identify information needs, collect and analyze data, identify alternatives and their advantages and disadvantages, develop logical recommendations for a course of action, read and comprehend complex material such as State statutes and/or federal regulations and draft comprehensive reports of findings and recommendations.

Children and Youth Program Specialist Experience: Three (3) years of progressively responsible professional analytical work experience, as described in the Program Specialist Experience section above, in a program or agency servicing children and youth, age 8 to 24 years, which demonstrated knowledge of the characteristics and needs of children and youth and the ability to conduct studies and analysis of services, programs, problems, and needs of children and youth, conduct operational studies, and prepare reports of findings and recommendations.

Supervisory Aptitude: Applicants must possess Supervisory Aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed \*:

1. Satisfactory completion of all academic requirements for a master's degree in business administration, public administration or urban or regional planning or a related field which provided knowledge of principles and techniques of management and administration with emphasis in the application of research and analytical methods and techniques may be substituted for one (1) year of the Program Specialist Experience.
2. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in human development, sociology, psychology, social work, education or a related social or behavioral science which provided knowledge of human services programs particularly those relating to services to children and youth or the needs and characteristics of children and youth and which emphasized the application of research and analytical methods may be substituted for one (1) year of the Program Specialist Experience, or for one (1) year of Children and Youth Program Specialist Experience.
3. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in criminal justice or related field, which provided knowledge of juvenile justice, law enforcement or criminal justice may be substituted for one (1) year of Children and Youth Program Specialist Experience.
4. Criminal Justice Experience: One (1) year of progressively responsible professional analytical work experience, as described in the Program Specialist Experience section above, in a juvenile justice or adult criminal justice agency with demonstrated knowledge of justice and corrections issues, problems, program demands in rehabilitation/redirection, security and related concerns; program development, evaluation and analysis; budgeting, staff and organizational development; thorough knowledge of

juvenile justice and/or adult criminal justice agencies may be substituted for one (1) year of Children and Youth Program Specialist Experience.

5. Excess specialized experience of two (2) years as a Corrections Program Specialist may be substituted for one (1) year of Children and Youth Program Specialist Experience. The experience must have been of such scope, level and quality as to ensure the possession of comparable knowledge, skills and abilities.

- \* As foundational knowledge of children and youth plays a significant role in strategic planning, decision-making, and vision for the continuum of youth services, only one of the three years Children and Youth Program Specialist experience may be substituted.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----

This is an amendment to the minimum qualification specifications for the class CHILDREN AND YOUTH PROGRAM DEVELOPMENT OFFICER (CHLDRN & YOUTH PRGM DEV OFFCR) approved on September 8, 1990.

DATE APPROVED: 2/14/2022

*Raynell Clee*  
for RYKER WADA, Director  
Department of Human Resources Development