



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

SEP 20 2004

Memorandum

To: All Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

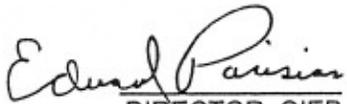
From: OIEP Human Resources Officer *Kay Hoyer*

Subject: New Job Category/Excepted Qualification Standard

In pursuant to 62 BIAM 11.15D attached for your immediate application is the new Excepted Qualifications Standard 77, Program Specialist, Category 0301. If you have any questions, please contact Ms. Doris A. Willie, OIEP Classification Officer, at (505) 248-6963.

Attachments

Job Category: 0301
Excepted Qualification Standard: 77
Approved September 2004
Authority: P.L. 95-561


DIRECTOR, OIEP

PROGRAM SPECIALIST

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 04
Maximum Pay Level: 06

DESCRIPTION OF WORK:

This job category covers specialist positions of which the duties are to primarily perform administrative or program work at the school and line office level. Positions which primarily serve as analyst and advisors to management based on their expertise, to evaluate and advise on effectiveness of programs and operations or the productivity and efficiency of the management of these programs at the school level are included. These positions require analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The work also requires skill in: application of factfinding and investigative techniques; effective oral and written communications; and development of presentations and reports. Positions that involve administration and oversight of Adult Education, Higher Education, and Johnson O'Malley programs are included in this job category.

POSITION TITLES AND LEVEL OF RESPONSIBILITY:

Level 04 – Program Specialist: Level 04 specialists applies a basic knowledge of management principles, organizational theory, and techniques of analysis and evaluation along with knowledge of concerned program in carrying out responsibility for a program or project at small schools with less than 200 students and less than 75 employees, or a small Education Line Office. A small Line Office is defined as providing services to 6 or less Bureau operated and Contract/Grant schools. The work requires the administration and coordination of the program operation and activities, in accordance within established program plan.

05 Level – Program Specialist: Level 05 specialists applies extensive knowledge of management principles, organizational theory, and techniques of analysis and evaluation along with knowledge of concerned program(s) in carrying out responsibility for one or more major program(s) or project(s) at medium size schools with over 200 students but less than 300 students and 75 or more employees; or a medium size Education Line Office. A

medium Line Office is defined as providing services to more than 6 but less than 11 Bureau operated and Contract/Grant schools. The incumbent is totally responsible for the overall planning, administration and coordination of the program(s) or project(s), including accountability of the resources. This includes provision of administrative and technical advice and assistance to the Tribe(s) serviced.

06 Level – Education Specialist: Level 06 specialists applies a comprehensive knowledge of management principles, organizational theory, and techniques of analysis and evaluation, augmented by an indepth knowledge of concerned program(s) in carrying out responsibility for one or more program(s) or project(s) for a large Education Line Office. A large Line Office is defined as providing services to 11 or more Bureau operated and Contract/Grant schools. This includes provision of administrative and technical advice and assistance to the Tribe(s) serviced.

Use the basic title without parenthetical specialty title as the official position title for those positions that include two or more specialized programs when none predominates or no established specialty. Use the following parenthetical titles for positions to denote specialty area: Adult Ed, Higher Ed, or JOM. For example: Program Specialist (JOM).

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Level 04 – Specialist: Bachelors Degree and one year related experience.

Level 05 – Specialist: Bachelors Degree and two years related experience.

Level 06 – Specialist: Masters Degree and three years related experience.

CONDITION OF EMPLOYMENT:

If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions may involve work that requires driving throughout the geographic jurisdiction of the Education Line Office to provide technical assistance on locations, conduct on-site evaluation and oversight work. If this is the requirement, a valid State Driver's license must be maintained as a condition of employment; and failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required; except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess mental and emotional stability.

The position require normal physical activity, field travel, and attendance at meetings and conferences away from the duty station. Provision of field services involves operation of motor vehicle, which require possession of current State Driver's license.