

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Alcohol &amp; Drug Program (Certification)

**SERIES NO.:**

6936

**MAJOR AGENCIES:**

Alcohol &amp; Drug Addiction only

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the alcohol & drug program certification occupation is to develop & monitor statewide alcohol & drug addiction programs for certification.

At the developmental level, incumbents assist in monitoring.

At the full performance level, incumbents monitor.

At the administrative level, incumbents oversee various aspects of statewide certification programs.

**CLASS TITLE:**

Alcohol &amp; Drug Program Specialist 1 (Certification)

**CLASS NUMBER:**

69361

**EFFECTIVE DATE:**

08/25/1996

**CLASS CONCEPT:**

The developmental level class works under immediate supervision & requires working knowledge of human services in order to assist in onsite review visits to certify & monitor statewide alcohol & drug addiction programs & assist in review of managed care & provider certification applications.

**CLASS TITLE:**

Alcohol &amp; Drug Program Specialist 2 (Certification)

**CLASS NUMBER:**

69362

**EFFECTIVE DATE:**

08/25/1996

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of human services in order to conduct on-site visits to certify & monitor statewide alcohol & drug addiction programs for certification area & review managed care organization(s) & provider certification applications for conformance to standards.

**CLASS TITLE:**

Alcohol &amp; Drug Program Administrator 2 (Certification)

**CLASS NUMBER:**

69366

**EFFECTIVE DATE:**

01/05/1997

**CLASS CONCEPT:**

The second administrative level class works under direction & requires thorough knowledge of human services in order to oversee statewide alcohol & drug services treatment certification programs for managed care organization(s) & providers & supervise assigned staff.

<b>CLASS TITLE:</b> Alcohol & Drug Program Specialist 1 (Certification)	<b>CLASS NUMBER:</b> 69361	<b>BARGAINING UNIT:</b> 12
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**EFFECTIVE DATE:**

08/25/1996

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists in assessment of alcohol & drug treatment certification for managed care organization(s) & providers (e.g., assists in review of written applications & materials for completeness & compliance with departmental requirements & assists higher-level professionals in obtaining complete applications).

Assists in evaluation of fiscal operations, personnel, management, clinical practices, insurance coverage & history of applicants; drafts reports describing evaluation findings (e.g., deficiencies) to higher-level alcohol & drug program professionals.

Assists in providing support regarding certification standards & application process to applicants (e.g., managed care organization(s) & providers); reviews federal, state, & departmental rules, regulations & policies concerning program standards.

Attends workshops & conferences, assists in preparation of documentation & testimony for hearing processes (e.g., appeal of an applicant's denial for certification).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of assigned human services field (e.g., social work, psychology, sociology, nursing); alcohol drug prevention techniques\*; state & federal laws, rules & regulations governing delivery of alcohol & drug addiction services\*; public relations\*. Skill in operation of personal computer\*. Ability to define problems, collect data, establish facts & draw valid conclusions; write instructions, specifications & technical reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in human services area (e.g., social work; psychology; sociology; nursing); 12 mos. trg. or 12 mos. exp. in certification (e.g., review of written applications & compliance with rules & regulations); 12 mos. trg. or 12 mos. exp. in compiling data for reports.

-Or 24 mos. exp. in delivery of health/human services; 12 mos. trg. or 12 mos. exp. in certification (e.g., review of written applications & compliance with rules & regulations); 12 mos. trg. or 12 mos. exp. in compiling data for reports.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.

<b><u>CLASS TITLE:</u></b> Alcohol & Drug Program Specialist 2 (Certification)	<b><u>CLASS NUMBER:</u></b> 69362	<b><u>BARGAINING UNIT:</u></b> 12
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**EFFECTIVE DATE:**

08/25/1996

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Reviews & monitors written applications for certification, reviews material for compliance with requirements, plans & schedules on-site visits & conducts alcohol & drug addiction certification inspections to compare managed care or provider practices & documentation with federal, state & departmental rules & standards & assists in developing, revising & enforcing certification standards.

Evaluates & appraises fiscal operations, personnel, management, clinical practices, licensure, insurance coverage, & history of applicants; writes reports describing findings (e.g., deficiencies) & makes recommendations for certification or denial.

Provides technical assistance regarding certification standards; participates in periodic review & revision of improvements to department's clinical standards, policies & procedures including clinical documentation (e.g., assessments, treatment plans & progress notes).

Attends workshops & conferences; represents department at meetings; prepares documentation & testimony for hearing processes (e.g., appeal of an applicant's denial for certification).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of assigned human services field (e.g., social work, psychology, sociology, nursing); alcohol drug prevention techniques; state & federal laws, rules & regulations governing delivery of alcohol & drug addiction services; public relations\*. Skill in operation of personal computer\*. Ability to write instructions, specifications & technical reports. (\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in human services area (e.g., social work; psychology; sociology; nursing); 24 mos. trg. or 24 mos. exp. in certification (e.g., review of written applications for compliance with rules & regulations); 12 mos. trg. or 12 mos. exp. in coordination or development of alcohol & drug treatment &/or prevention services; 6 mos. exp. in writing job related technical reports.

-Or 24 mos. exp. in delivery of health/human services; 24 mos. trg. or 24 mos. exp. in certification (e.g., review of written applications for compliance with rules & regulations); 12 mos. trg. or 12 mos. exp. in coordination or development of alcohol & drug treatment &/or prevention services; 6 mos. exp. in writing job related technical reports.

-Or 12 mos. exp. as Alcohol & Drug Program Specialist 1 (Certification), 69361.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.

<b>CLASS TITLE:</b> Alcohol & Drug Program Administrator 2 (Certification)	<b>CLASS NUMBER:</b> 69366	<b>BARGAINING UNIT:</b> EX
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**EFFECTIVE DATE:**

01/05/1997

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Oversees statewide alcohol & drug services treatment certification program for managed care organization(s) & providers (e.g., develops & implements policies & procedures, ensures compatibility of program parameters with all relevant state & federal rules, regulations & standards, recommends program changes to Director), supervises program specialists, subordinate administrators & clerical staff in day-to-day functions, reviews certification packages prepared by work group, makes recommendations for director's signature & prepares & administers program budgets.

Prepares long-term strategic plans for work group, evaluates group's progress & redirects activities.

Provides technical assistance to work group; serves as resource & consultant to managed care organization(s) & providers; prepares & delivers presentations to various groups.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of assigned human services field (e.g., social work, psychology, sociology, nursing); alcohol & drug addiction treatment methodologies; state & federal rules & regulations governing delivery of alcohol & drug addiction services\*; supervisory principles/techniques; management; budgeting\*; public relations. Skill in operation of personal computer\*. Ability to use research methods in gathering data; write instructions, specification & technical manuals for drug program staff; respond to technical & professional inquiries from service providers & community providers.  
(\*Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in assigned human services field (e.g., social work; psychology; sociology; nursing); 36 mos. trg. or 36 mos. exp. in management; 36 mos. trg. or 36 mos. exp. in certification (e.g., review of applications for compliance with rules & regulations); 24 mos. exp. in writing job-related technical reports.

-Or completion of undergraduate core program in assigned human services field (e.g., social work, psychology, sociology, nursing); 36 mos. trg. or 36 mos. exp. in management of health/human services program; 36 mos. trg. or 36 mos. exp. in certification (e.g., review of applications for compliance with rules & regulations); 24 mos. exp. in writing job-related technical reports.

-Or 24 mos. trg. or 24 mos. exp. in delivery of health/human services; 36 mos. trg. or 36 mos. exp. in management of health/human services program; 36 mos. trg. or 36 mos. exp. in certification (e.g., review of applications for compliance with rules & regulations); 24 mos. exp. in writing job-related technical reports.

-Or 12 mos. exp. as Alcohol & Drug Program Administrator 1 (Certification), 69365.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.