

Primary Location: United States of America-OHIO-Franklin County

Work Locations: JFS Air Center 2

4200 E 5th Ave 2nd Floor

Columbus 43219

Organization: Job & Family Services

Classified Indicator: Classified

Bargaining Unit / Exempt: Bargaining Unit

Schedule: Full-time

Work Hours: 8:00 a.m. to 5:00 p.m.

Compensation: \$27.55

Unposting Date: May 8, 2019, 11:59:00 PM

Job Function: Human Services

Agency Contact Name: ODJFS Human Resources

Agency Contact Information: HR_Support_jfs.ohio.gov

Human Services Developer 2 - 20042017, 20042023 (190002JR)

Job Duties



MISSION STATEMENT

The Ohio Department of Job and Family Services (ODJFS) is a \$3.5 billion agency with approximately 2,500 employees. The ODJFS develops and supervises the state's public assistance, workforce development, unemployment insurance, child and adult protective services, adoption, child care, and child support programs. ODJFS' mission is to improve the well-being of Ohio's workforce and families by promoting economic self-sufficiency and ensuring the safety of Ohio's most vulnerable citizens.

This position is held within the Office of Families and Children. Learn more about the office by visiting Jobs and Family Services – Office of Families and Children webpage. <http://jfs.ohio.gov/ocf/index.stm>

Office of Families and Children

Vision: Ohio's children, youth and vulnerable adults have a safe and permanent family that nurtures and promotes their overall well-being.

Mission: Through partnership with public and private agencies, we support the delivery of services to improve outcomes that promote safety and well-being.

NOTICE: Current employees of ODJFS in the 1199 union have selection rights before all other applicants. Applications from all other candidates will only be considered if an internal 1199 applicant is not selected for this position.

THIS POSITION IS BEING RE-POSTED. ALL INTERESTED APPLICANTS SHOULD REAPPLY.

Major Duties and Responsibilities:

Under direction, independently, or as part of a team, researches, analyzes, formulates, revises and implements policies, procedures and/or administrative rules for assigned human services program area(s) (i.e., Foster to 21); based upon federal acts where guidelines are non-specific, litigation, task force recommendations, administrative decisions, analysis of legislation or combination thereof, to establish state's minimum standard of practice; writes administrative rules, policies, procedures and program standards; implements policies and procedures regarding Foster to 21 programming; coordinates filing of Ohio Administrative Code rules for programmatic changes; plans service delivery to meet clients' needs, community plans, partnership agreements, and other initiatives while still complying with federal & state mandates; represents the ODJFS at meetings, seminars and conferences; partners with sister agencies to develop standards of best practice and local policies; participates in qualitative and quantitative monitoring and evaluation of programs that serve Foster to 21 youth; reviews and analyzes data and prepares comprehensive reports; works closely with Statewide Automated Child Welfare Information System (SACWIS) staff to ensure system functionality complies with federal and state mandates; performs statistical analysis using available computer and software resources.

Plans, develops, coordinates, implements, monitors and evaluates policies and activities related to Office of Families and Children (OFC) contracts/sub-grant agreements; obtains bids for services and products; works closely with the Office of Contracts and Acquisition; develops JFS 02529 Request for New Agreement, JFS 02529A Request for Amendment, and JFS 02526 Request for Proposal (RFP), Request for Applications (RFA), or Request for Letterhead Bid (RLB); participates in all aspects of contract/sub-grantee meetings as necessary; attends Controlling Board meetings; creates workflows to generate purchase orders; tracks purchase orders through the Ohio Administrative Knowledge System (OAKS); provides a copy of final approved purchase orders to the vendor/sub-grantee so they can begin work; develops mechanism and implementation strategies for integrating rules and policies into the contracting process; monitors contracts/sub-grantee agreements by implementing a desk review system and/or conducts site visits to contractor/sub-grantee agencies; tracks all contractor/sub-grantee invoices to ensure accuracy; ensures payments to contractors/sub-

grantees are processed timely and that payments do not exceed the allowable amount as outlined in the agreement; notifies management and the contractor/sub-grantee when invoices do not match deliverables or when payments are approaching the allowable amount; plans and collaborates with other Bureaus in OFC to plan contractor/sub-grant agreements; develops deliverables; monitors contractor/sub-grantee agreements and provides technical assistance to the contractor/sub-grantee and to the OFC program staff; tracks timelines to determine when contractor/sub-grantee agreements are up for renewal; ensures all aspects of contractor/sub-grant agreement are completed timely for approval; monitors expenditures, conducts trend analyses & cost projections for proposed program budgets; monitors fiscal activities and compliance.

Provides technical assistance and training to local public and private service providers and consumers in regards to regional and statewide initiatives for Foster to 21 youth; reviews, analyzes and interprets state/federal regulations governing the Foster Connections to Success and Increasing Adoption Act of 2008; interprets new and/or revised federal and state statutes, and ODJFS policies and procedures; recommends local policies and procedures for implementing new programs and/or initiatives to increase program effectiveness; researches and responds to inquiries from clients, providers, government officials and general public; assists public and private service providers in formulating strategies for achieving federal child and family outcomes in the areas of safety, permanency and well-being; consults with service providers to ensure proper administration and implementation of programs; develops and conducts program orientation and staff training sessions for local public and private service providers.

Performs other related duties (e.g., prepares correspondence and reports; provides training to contractor/sub-grantee and OFC program staff; participates in and attends staff meetings, conferences, workshops and training sessions; maintains records, logs and files).

Qualifications

The following are the minimum qualifications for this position. For further consideration, **applicants must clearly identify how qualifications are met within the education and/or experience sections of the applications.**

Completion of graduate course coursework in social or behavioral science, health services public administration, public policy management or comparable field;

- **AND**
- 24 mos. exp. in researching, developing or implementing policies related to social services, health services, public policy or comparable field;
- **AND**
- 6 mos. trg. or 6 mos. exp. in use of computer hardware & software used for spreadsheets, statistical analysis, graphics presentation & word processing.

-OR completion of undergraduate core program in social or behavioral science, health services public administration, public policy management or comparable field;

AND 36 mos. exp. in researching, developing or implementing policies related to social services, health services, public policy or comparable field;

AND 12 mos. trg. or 12 mos. exp. in research methodology, measurement & testing, analysis of variance & survey sampling;

AND 6 mos. trg. or 6 mos. exp. in use of computer hardware & software used for spreadsheets, statistical analysis, graphics presentation & word processing.

-OR 2 yrs. exp. as Human Services Developer 1, 69461, with experience commensurate with duties to be assigned per posting of job opportunity (e.g., if assignment is in area of policy development for aid to dependent children, education, training &/or experience must have been in area of aid to dependent children).

-OR equivalent of minimum class qualifications for employment noted above.

Knowledge of

- social or behavioral science or pre-medicine or comparable field;
- community resources applicable to assigned human service programs*;
- human relations; agency & governmental laws, rules, regulations & procedures applicable to assigned human service programs*;
- human service problems, policy & program planning & analysis;
- accounting; statistical analysis; finance or budgeting*.

Skill in

- operation of personal computer &/or word processing equipment.

Ability to

- define problems, collect data, establish facts & draw valid conclusions;
- prepare analytical reports & position papers & draft program rules & regulations;
- establish good rapport with program participants &/or recipients;
- prepare & deliver speeches before specialized audiences & handle routine & sensitive contacts with government officials & citizens.
- (*)Developed after employment.

Unless required by legislation or union contract, starting salary will be the minimum salary of the pay range (step 1, currently \$27.55 per hour) associated with this position.

All answers to the supplemental questions must be supported by the work experience/education provided on your civil service application.

Unless the posting requires, please do not include attachments, as attachments will not be considered as part of your application.

TRAVEL REQUIRED, AS NEEDED. MUST PROVIDE OWN TRANSPORTATION OR, IN ORDER TO OPERATE A STATE VEHICLE, YOU MUST HAVE A VILID DRIVER'S LICENSE.

Status of posted positions: You can check the status of your application online by signing into your profile and clicking the "My Jobpage" tab to view completed submissions and submission details. If you have questions/inquiries, other than your application status, please direct them to theHR_Support_Center@jfs.ohio.gov

Background Check Information

The final candidate selected for the position will be required to undergo a criminal background check, Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.