



Program Specialist 1

Job summary

The [Program Specialist](https://100hires.com/program-specialist-job-description.html) works under the general administrative oversight of the Section Director (SD). Provides complex work overseeing activities within the Section. Provides leadership, guidance and oversight to activities in the Units and Branches within the Section. Work involves overseeing the performance of a variety of technical, training, research, planning, policy, program assessment, and administrative activities assigned to programs. This includes strategic planning, policy analysis, development and implementation and providing strategic guidance regarding the Division's strategic operations including business and operational issues.

Oversees others who analyze legislation to develop recommendations for policy and programmatic issues relating to the implementation, improvement, and/or expansion of or reduction of program funding. Oversees the completion of and monitors required administrative and performance reports, studies and specialized projects and recommends appropriate changes. Serves as a liaison with internal programs and to federal, state and local agencies and entities to explain the agency and programs statutory requirements. works to ensure programs provide a coordinated, seamless and integrated public health response. Represents Section leadership as appropriate in meetings, conferences and workgroups. Duties are performed under minimal supervision with considerable latitude for the use of initiative and independent judgment.

Responsibilities

Represents the Section Director (SD) at Division meetings, as needed or assigned. Oversees the analysis, implementation, and documentation of program policies and the implementation of effective techniques for evaluating Section programs and provides staff guidance in the development and integration of new methods and procedures. Oversees the strategic direction to the Section. Oversees special projects as directed by the SD; ensures completion and high quality product. Develops and oversees implementation of standardized accountability tools (i.e., project management tools; briefing documents; decision requests). Prepares talking points for SD. Directs the overall planning, implementation, coordination, and evaluation of programs, policies, budgets and resource allocation to promote effective program administration and service delivery. Provides input and direction to the department's policies, strategies, and plans.

Makes recommendations to SD on budget and staff allocation for programs administered; advises the SD on the status of programs; and makes recommendations for effective and efficient use of resources. Provides overall program vision, leadership and strategic direction to the Section including managing, planning, implementing, coordinating and evaluating programs and policies to promote effective program administration. Reviews and evaluates impact of proposed federal and state laws on program operations.

Coordinates development of the Section budget and components of the Legislative Appropriations Request process; develops working relationships across the agency to facilitate opportunities for communication concerning management and legislative issues. Ensures that legislatively mandated objectives for the Section are met. Ensures that legislative



hearings, and public hearings are appropriately monitored, and resources witnesses are available as needed during legislative sessions and the interim. Prepares, edits, coordinates, and provides legislative summary documents and specialized research materials in accordance with HHSC guidelines and priorities. Responds to inquiries or requests for information from federal and state legislators, public officials, or the HHS Enterprise related to legislative activities. Works with the SD to provide guidance and direction to the Unit/Branches on management activities. Plans, implements and administers diverse programs to meet department objectives. Reviews and evaluates impact of proposed federal and state laws on program objectives.

Maintains day-to-day communication and coordination with Unit and Branch Managers and facilitates the resolution of operational problems. Performs related work as assigned. "Other duties as assigned include but not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participations may require an alternate shift pattern assignment and/or location".

Requirements

Knowledge of public health laws

Knowledge of principles and practices of public health and preventive medicine

Knowledge of grant development and management and contract monitoring and management

Knowledge of state and federal laws and requirements related to program areas

Knowledge of strategic planning, budget management, human resource management and project management

Knowledge of the principles of leadership and how to effectively interact with various leadership styles

Knowledge of process improvement or quality assurance systems

Skill in managing multiple and competing priorities

Skill in identifying problems, evaluating alternatives, and implementing solutions

Skill in communication and public speaking

Skill in working collaboratively and cooperatively with diverse groups

Ability to interpret data and develop effective operating procedures

Ability to organize and present information effectively, both orally and in writing

Ability to think creatively and support creative thinking in others

Ability to establish goals and objectives

Ability to lead in an environment of change

Ability to plan, assign, and evaluate the work of others

Ability to build effective work teams

Ability to effectively manage and motivate staff

Ability to establish effective working relationships with staff at all levels of an organization, agencies, providers, stakeholders and elected officials



Ability to make timely and effective decisions and produce results through planning and evaluation of policies and programs

Ability to comprehensively and accurately evaluate reports

Ability to develop and implement effective customer service systems

Master's or Doctorate in Public Health, Public Administration or related field preferred, but not required.

Experience coordinating strategic planning processes

Experience in program planning

Experience in program evaluation

Experience working with internal and external groups

Program Specialist 2

Job summary

The [Program Specialist](https://100hires.com/program-specialist-job-description.html) performs advanced (senior-level) consultative services and technical assistance work. Work involves managing various senior-level reports, assignments, and projects; coordinates with OO management team, program areas, and vendor/contracted staff to prepare various reports.

Collects, organizes, analyzes, and prepares materials in response to requests for program information and reports. Develops and maintains program policies and procedures in accordance with program objectives and goals.

Coordinates and evaluates program activities; evaluates adherence to policies, procedures, and guidelines to ensure consistency with requirements. Leads program improvement initiatives and strategic planning; performs specialized research projects, sets priorities and standards for achieving program goals, facilitates workgroups and implements and modifies program operations. May analyze legislation to assess to program. Performs related work as assigned. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Responsibilities

Attends work on a regular and predictable schedule in accordance with agency leave policy.

This position performs highly advanced consultative services and technical assistance work.

Researches, reviews, prepares, and completes a variety of data research reports, studies, and other deliverables containing analyses of health and human services data.

Serves as department contact and liaison; leads projects and high-level assignments; and consults with and conducts presentations to internal and external customers regarding the Office of the Ombudsman and its functions.

Develops and maintains internal policies and procedures.

Assists in the evaluation of operational performance, makes recommendations, and leads readiness reviews of systems and procedures.

Provides guidance to staff and prioritizes the work of others. Performs related work as assigned.



Requirements

Knowledge of state and federal laws and regulations relevant to health and human services programs;

Knowledge of public administration techniques; of statistical analysis processes; and research techniques.

Skill in project management, training, and marketing techniques;

Skill in preparing executive summaries and high-level reports. Skill in analytical thinking;

Skill in analyzing and evaluating highly complex program and policy issues;

Skill in project management;

Skill in using computers and applicable software;

Skill in operating computers and applicable software;

Skill to review technical data and prepare technical reports;

Skill to communicate ideas and instructions clearly and concisely;

Skill to communicate and coordinate with other staff, departments, officials, agencies, and organizations.

Ability to gather, assemble, correlate, and analyze facts to devise solutions to problems;

Ability to identify problems, evaluate alternatives, and implement effective solutions;

Ability to handle multiple projects and meet tight timeframes;

Ability to train, lead, and prioritize work of others;

Ability to organize and prioritize workload and perform work on own initiative;

Ability to effectively coordinate with other staff, departments, officials, agencies, organizations, and the public;

Ability to communicate effectively orally and in writing;

Ability to interpret and apply agency, state, and federal rules, regulations, policies, and procedures.

Program Specialist 3

Job summary

Program Specialist role improves organization performance and achieve program goals by developing and executing end to end project management activities. They demonstrate creativity and flexibility when creating and driving project plans and estimates, scope and requirements from implementation to deployment. Proactively manage and report on execution of deliverables. Master communicators across multiple stakeholders aligning priorities and direction.

Responsibilities

Navigate the complex privacy landscape

Streamline processes across different privacy working teams to allow for future tooling automation and improvements

Review launches and documentation to ensure that they meet standards required for internal review

Audit launch reviewer requirements according to policy documentation and audit processes



Triage launches according to documentation and ensure that they meet standards required for internal review

Ensure review and launch services level agreements are upheld

Analyze metrics and build dashboards when needed and provide customer support for process and tooling questions, including office hours

Requirements

Minimum Bachelor's Degree

3 yrs of Project Management Experience

Program Specialist 4

Job summary

The [Program Specialist](https://100hires.com/program-specialist-job-description.html) develops and implements programs and initiatives to improve and monitor service delivery and outcomes for assigned populations.

Responsibilities

Oversee new implementations and ongoing maintenance of assigned programs

Develop, implement and monitor project plans to meet goals and timelines

Facilitate program data collecting and reporting; analyze data and measure outcomes; develop and modify programs as needed

Request corrective action plans from providers that are non-compliant and/or fail to meet contract requirements

Develop training modules and train appropriate users

Collaborate with the internal grant coordinator to propose funding opportunities for specialty programs

Lead cross-departmental teams in the implementation of program development and quality improvement effort

Develop innovative solutions for treatment issues related to specific populations

Track access to care, treatment services, and outcomes for specific populations

Requirements

Bachelor's degree in healthcare related field or experience determined to be equivalent.

Master's degree preferred. 3+ years of behavioral or physical health program experience.

Program Specialist 5

Job summary



We are seeking a [Program Specialist](https://100hires.com/program-specialist-job-description.html) to support a portfolio of global events and webinars. The role will see you work closely with Demand Generation Marketing to manage the program logistics for hosted events and Global Market Intelligence's sponsorship at third party conferences. You will support the global events team with updating our internal event management system and logistically manage the content for hosted events.

Responsibilities

Be part of a team responsible for creating stand-out, innovative marketing events

Help support the creation of thought leadership agendas in line with the event themes

Contribute to the success and reputation of marketing within the larger commercial team

Sharpen relationship and social skills while interacting with industry leaders and experts.

Develop your industry knowledge by working with our diverse client base at various financial institutions, government organizations & Universities located across the world.

Requirements

Event support experience required – global exposure would be preferable

Experience of managing the logistics of multiple events is essential

Excellent oral and written communication skills, and strong interpersonal skills

Ability to manage multiple events in a fast-paced environment

Proven administrative, organizational and problem-solving skills

Ability to work independently and within a team environment

Preferred qualifications

Long-term interest in a career in event programming

Familiarity of the financial markets

Program Specialist 6

Job summary

The [Program Specialist](https://100hires.com/program-specialist-job-description.html) performs highly advanced (senior-level) consultative services, oversight, policy and data development, and technical analyses for the Provider Finance Department under the supervision of the Manager.

Responsibilities

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

Develops and implements complex data analysis to determine payment rates for various Medicaid and non-Medicaid



programs. Designs and conducts special cost and statistical research and analysis to evaluate the feasibility and the cost implications with regard to payment rate structure options, new program initiatives or enhancements, special payment rate initiatives, and new regulations. Develops, modifies, and maintains complex computer programs, spreadsheets, and large databases used in payment rate analysis.

Provides guidance and recommendations to other analysts to develop recommendations for interim reimbursement rates and processing of quarterly claims for payment to participating providers. Provides guidance and training to others who collect, organize, analyze, and prepare materials in response to requests for information and reports.

Requirements

Knowledge of health and human service programs, services, and procedures.

Knowledge of accounting, business, and management principles, practices, and procedures.

Knowledge of state and federal laws and regulations relating to Medicaid reimbursement and public administration.

Knowledge of reimbursement methods and payment fees, formulas, and procedures.

Knowledge of claims processing and/or cost report review and completion.

Skill in the review of cost reports and processing of payments.

Skill in interpersonal relationships and in establishing and maintaining effective working relationships.

Skill in problem solving, identification of issues and development of creative solutions

Program Specialist 7

Job summary

The [Program Specialist](https://100hires.com/program-specialist-job-description.html) will also work closely with and support the Equity and Quality team with all workforce-related programs and projects. The [Program Specialist](https://100hires.com/program-specialist-job-description.html) engages with statewide and national Out-of-School Time experts, practitioners, funders, researchers, advocates, professional development and technical assistance providers, curriculum providers, school district administrators, and Department of Education staff, to support project goals.

A successful candidate will possess the qualifications and skills necessary to independently manage committees and work groups and work group processes and products; to oversee communications, data and research projects; and share key stakeholder relationships. The ideal candidate will have an extensive knowledge of statewide expanded learning systems and its educational and youth development partners; statewide workforce development systems; meeting facilitation skills; proven ability in creation and dissemination of reports; knowledge of and ability to work with out-of-school time professionals; and highly regarded reputation as collaborator-extraordinaire to complement their sense of humor and compassion.

Responsibilities

Work closely with the Program Directors and Executive Director, along with statewide expanded learning (after school



and summer learning) stakeholders and practitioners to develop, lead and support multi-faceted, multi-stakeholder initiatives (statewide, regionally, and locally), specifically related to supporting the Expanded Learning Workforce. In partnership with the [Executive Director](https://100hires.com/executive-director-job-description.html) and the team, develop and retain key stakeholder relationships including with the Leadership Team and internal committees/work groups, oversees operations including external, field-based committee work and communications. Ensures strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by the Program Director.

Facilitate the activities of external, field-based Committees (in particular Workforce related committees) including: designing and scheduling meetings, supporting and coordinating meeting logistics, documenting meeting notes, providing technical assistance to Committee Members, and analyzing meeting evaluation data.

Provide core support for in-person and virtual Committee and stakeholder meetings, in-person and virtually. Become extremely familiar with virtual meeting technology, make presentations and facilitate portions of meetings.

Work with Senior management team, operational staff and Foundation staff to plan and ensure tracking of expenditures across multiple funding streams, prepare invoices and draft Professional Services Agreements for approval

Facilitate grant report preparation and grant management.

Requirements

Minimum of three (3) + years of experience in the area of coalition building, policy development, afterschool programming, and/or related education and/or youth development fields.

Demonstrated background and experience in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field.

Strong organizational abilities including planning, delegating, program development and task facilitation.

Proven ability to provide transparent and high integrity leadership.

Ability to collaborate with and motivate staff, stakeholders and other volunteers.

Strong written and oral communication skills.

Ability to interface and engage diverse volunteer and donor groups.

Strong public speaking ability.

Program Specialist 8

Job summary

The [Program Specialist](https://100hires.com/program-specialist-job-description.html) position is in Audit Resolution and Compliance within Federal Employee Insurance Operations, in Healthcare and Insurance. You will provide operational and technical support and expertise, performing broad analytical, research and project management duties that impact HI's benefit program administration.



Responsibilities

Develop, interpret, and apply program and contracting requirements as they relate to the administration of Federal insurance programs.

Partner with various stakeholders to prepare, update, circulate and validate a variety of recurring and ad hoc reporting requirements.

Maintain appropriate records and timelines to facilitate timely, accurate, task completion of future activities.

Prepare position papers, technical memoranda, and procedural guidance documents on program matters that may have a substantial impact on federal insurance program operations.

Reviewing and evaluating reports, spreadsheets and submissions by insurance carriers or other stakeholders.

Initiating and developing oral and written updates and responses to various stakeholders on audit findings and resolution issues in meetings, conferences and settlement negotiations.

Performance of assignments that include managing multiple competing priorities and creating project plans, corrective action plans, or resolution paths to complete assignments in a timely manner.

Requirements

Must be a U.S. Citizen or National

Males born after 12-31-59 must be registered for Selective Service

Suitable for Federal employment, determined by a background investigation

May be required to successfully complete a probationary period

Program Specialist 9

Job summary

As Program Specialist, you will contribute to the achievement of strategic priorities, support state and community operations, communications, and advocacy, by providing digital media communications assistance to staff and volunteers.

Responsibilities

Serve as a member of the communications team and work in collaboration with the outreach and advocacy teams to further our work in the community.

Create and curate blog content for the state website and seed content into social applications as needed.

Analyze digital and social media data, metrics, and outcomes

Implement digital (online) communications activities and assist in implementing initiatives and campaigns in the state.



Requirements

Completion of a bachelor's degree in a related discipline and a minimum of 3 year's of experience in managing social media accounts and related metrics.

Solid writing skills and news judgment.

Demonstrated ability to communicate well both written and orally.

Working knowledge of social media platforms, especially Facebook, Twitter, and YouTube

Interest in issues affecting the lives of people 50+, including housing, financial security, caregiving, health care, safe driving, and more.

Program Specialist 10

Job summary

We are looking for a Program Specialist.

Responsibilities

Responsible for scheduling and initiating contacts with students to ensure that the tasks and steps within each phase are completed effectively and efficiently.

Facilitates coordination of the administrative requirements for student interns, such as time and attendance, travel, and charge card.

Independently monitors and tracks student's academic progress, developmental progress, and performance, including recommending adjustments for development needs and plans.

Coordinates critical activities for planning work assignment placement details, fully considers host interns requests, provides copies of completed package to all stakeholders, such as student, host supervisor(s), timekeeper, and certifiers, etc.

Cultivates new partnerships, networks, alliances to facilitate collaboration and build strategic relationships to achieve common goals.

Requirements

U.S. Citizenship Required

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (title 25, USC Section 472). Form BIA -4432 must be submitted with the application if claiming Indian Preference.

You will be required to have federal payments made by Direct Deposit

You may be required to successfully complete a probationary/trial period



A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

You may be required to operate a government-owned or leased motor vehicle in the performance of duties; therefore, a valid driver's license may be required.