

Program Specialist Matrix								
There are five (5) levels within the Program Specialist Series. The distinguishing characteristics between the levels consider the following: level of responsibility, degree of difficulty, independent thought, and action required to manage and/or contribute to programs. The higher-levels within the series are supervisory/mid-management positions which are differentiated from each there by the management/oversight of one program with a substantial \$ value and significant consequence of error or program management of multiple programs, supervisory responsibility of full-time staff, and greater budgetary accountabilities for the assigned unit/program(s).								
Title	Level w/in the Classification Series	Salary Plan & Grade	Education	Experience	License/ Certification	Number of programs managed	Program Budget	Direct Reports/Staff
Assistant Program Specialist	Entry-level	AFSCME/UNR Grade 4	Associate	One (1) year of recent, verifiable, specialized administrative or program support experience.	Special Qualifications including specialized knowledge, abilities, education, experience, or licensing may be established for individual positions, dependent upon functional assignment.	One or multiple. Assists higher-level classifications with program support.	N/A	N/A
Program Specialist	Experienced-level	AFSCME/UNR Grade 5	Bachelor's	Three (3) years of recent, verifiable, specialized administrative, analytical or program support experience or two (2) years at a level equivalent to the District's classification of Assistant Program Specialist.	Special Qualifications including specialized knowledge, abilities, education, experience, or licensing may be established for individual positions, dependent upon functional assignment.	One or multiple. Assists higher-level classifications with program support.	N/A	N/A
Senior Program Specialist	Advanced, Lead-level	AFSCME/UNR Grade 7	Bachelor's	Five (5) years of recent, verifiable, specialized administrative or program support experience or three (3) years at a level equivalent to the District's classification of Program Specialist. Additional years of experience may be substituted for education on a year-for-year basis.	Special Qualifications including specialized knowledge, abilities, education, experience, or licensing may be established for individual positions, dependent upon functional assignment.	One or multiple. Assists higher-level classifications with program support.	Provides recommendations input to budget development, may monitor and suggest resources.	Lead-level. Provides technical and functional direction to subordinate staff. This level of supervision includes assignment, training, and review/evaluation of work.
Program Administrator	Technical SME; and/or Supervisory level	AFSCME/UNR Grade 9	Bachelor's	Four (4) years of increasingly responsible and verifiable of program administration and implementation experience within a field related to the program assignment or three (3) years at a level equivalent to the District's classification of Senior Program Specialist.Additional years of experience may be substituted for education on a year-for-year basis.	Special Qualifications including specialized knowledge, abilities, education, experience, or licensing may be established for individual positions, dependent upon functional assignment.	One program.	Develops, monitors, provides justification for budget of assigned program.	May be first full supervisory-level.
Program Manager	Mid-Manager level	Unrepresented Grade 11	Bachelor's	Seven (7) years of increasingly responsible and verifiable experience of program administration and implementation experience within a field related to the program assignment and three (3) years of supervisory experience.	Special Qualifications including specialized knowledge, abilities, education, experience, or licensing may be established for individual positions, dependent upon functional assignment.	One complex program of substantial impact to the District and/or dollar value (at least \$500k or more), or multiple programs.	Develops, monitors, provides justification for budget(s) of assigned program(s). Has budget authority to pay invoices, sign contracts, transfer funds, etc.	Supervises more than one full-time regular District staff directly (Interns and temporary employees are not counted). May supervise through subordinate levels of supervision.