

## **COMMUNITY SERVICES TECHNICIAN TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **COMMUNITY SERVICES TECHNICIAN**

Positions allocated to this title level perform specialized community services program support functions in program research, training, public information, planning, program evaluation, statistical analysis, or a related professional area. Positions perform or assist higher level staff in performing the evaluation of training needs, development of comprehensive training programs, and conducting or coordinating training; respond to requests from field or central office staff members and the public for information or data requiring in-depth research or data compilation and analysis; provide specialized assistance to the field staff as a member of a project team; assist in the evaluation of new programs or legislation which will impact local units of government; and prepare written reports for management including analysis and recommendations. Work is performed under general supervision.

#### **COMMUNITY SERVICES TECHNICIAN - SENIOR**

Positions allocated to this title level perform program coordination, staff specialist, or assistance field consultant work in a specialized community services or related program. Positions at this level perform one or a combination of the following functions: 1) coordinator of a specialized community services program or major subprogram with responsibilities for program development, implementation, evaluation, analysis, and review; 2) staff specialist in an area such planning, research, training program development, evaluation, analysis, or review; or 3) assistant field consultant with responsibility for providing assistance to Community Services Specialists and to local units of government. Work is performed under general supervision.

Positions allocated to this level differ from positions allocated to the Community Services Technician level in the degree of specialized knowledge required, the independence of action exercise related to all specialized program activities, and the overall complexity and discretion of the assigned duties.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.