IOWA DEPARTMENT ON AGING
JOB OPENING ANNOUNCEMENT

POSITION: Program Planner 3
PAY GRADE: Pay Plan 014, Pay Grade 29

CURRENT SALARY RANGE: $1,865.60 - $2,839.20 biweekly
$48,505.60 - $73,819.20 annually

LOCATION: Des Moines, Iowa
WORK UNIT: Iowa Department on Aging

DESCRIPTION:
Performs planning and research related to best practices and innovation in Older Americans Act programs; programs addressed within Iowa Code 231 and other programs for which the Iowa Department on Aging has statutory responsibility and authority. In collaboration with personnel from the Iowa Department of Human Services, the Iowa Department of Public Health and the federal Substance Abuse and Mental Health Services Administration (SAMHSA), coordinates agency objectives, activities and priorities related to mental health. Acts as the department’s primary liaison regarding issues related to mental health. In collaboration with the Iowa Department of Transportation, Iowa’s Aging Network and Iowa’s Aging and Disability Network, coordinates agency objectives and activities related to transportation. Researches and plans department policy regarding the service of case management and makes recommendations for changes to public policy. Acts as the department’s liaison on issues related to case management. Acts as the department’s primary contact and liaison related to Alzheimer’s and related dementia and coordinates department activities to ensure Area Agencies on Aging/Aging and Disability Resource Centers are dementia capable.

Researches and plans innovation and sustainability for long term living and community support services and makes recommendations for program expansion, modification or reduction that best meets the needs of older Iowans. Prepares for use by both internal and external stakeholders documents such as but not limited to technical reports, public information materials and proposed administrative code. Monitors, analyzes and reports pending changes in public policy to both departmental programs and all other long-term living and community support services that may impact older and disabled Iowans.

Develops educational, technical assistance and background information on issues related to independent living, long term living and community support services, gerontology and disability to include but not limited to normative aging, chronic conditions and disease. Makes public appearances to professional trade associations, advocacy groups and other stakeholders.

Develops and updates statistics on the capacity of Iowa’s Long Term Living and Community Support systems on a municipality, county and/or statewide basis; Designs research.
projects and conducts field investigations, surveys and demographic studies.

MINIMUM QUALIFICATIONS: The equivalent of seven years of full-time economic, environmental, social, health care or agricultural program experience (at the local, regional, statewide, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods - demonstrated by one of these types of work; program counselor; program administrator; program trainer; technical assistant or program consultant;

OR
an equivalent combination of education and experience, substituting thirty semester hours of accredited college course work for one year of the required experience with a maximum substitution of four years;

OR
an equivalent combination of education and experience, substituting thirty semester hours of graduate course work in one of the below listed fields from an accredited college or university for one year of the required experience; [http://das.hre.iowa.gov/html_documents/job_descriptions(JobSpecs/ProgramPlanner3-04023-94023.htm]

OR
graduation from an accredited school of law;

OR
employees with current, continuous experience in the state executive branch that includes experience equal to nine months of full-time work as a Program Planner 2;

OR
employees with current, continuous experience in the state executive branch that includes experience equal to twenty-seven months of full-time work as a Program Planner 1.

For designated positions, the appointing authority, with Iowa Department of Administrative Services – Human Resources Enterprise prior approval, may request the certification of only those applicants possessing the following selectives

SELECTIVE CERTIFICATION: 244 Gerontology  And  655 Master's Degree in Social Work or 397 Mental Health

Applicants wishing to be considered for such designated positions must list applicable coursework, experience, certificate, license, or endorsement on the resume.

TO APPLY: Submit a completed Iowa Department of Administrative Services – Human Resources Enterprise (DAS-HRE) application to the Iowa Department of Administrative Services, Hoover State Office Building, 1305 E. Walnut St., Des Moines, IA 50319-0150 or fax to (515) 281-7970 by November 21, 2013. Or apply on line at the DAS-HRE website: Click here to find State of Iowa jobs, click on Job openings for all applicants on this site, then click on “Search Openings” and enter 12895 at “Keywords”. Upload your resume and cover letter at this site.

It is the policy of the executive branch of state government in the State of Iowa to provide equal employment opportunity within state government to all persons. (Iowa Code 19B.) The intent of this policy is to ensure that individuals are not denied equal access to state employment opportunities because of their race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity, consistent with applicable state and federal policies and regulations. It is also the policy of the executive branch of state government in the State of Iowa to apply affirmative action measures to correct the underutilization of females, minorities, and persons with disabilities in the state employment system whenever remedial measures are appropriate.