

## **PLANNING AND EVALUATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized planning and evaluation work of a complex nature which involves responsibility for the analysis and assessment of various data in order to develop, implement and evaluate County programs in accordance with Federal, New York State, or local mandates and/or departmental goals and objectives. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Establishes system database and develops evaluation tools, including outcome measures to monitor, collect and analyze data pertaining to new and existing programs;

Maintains program information in order to improve existing activities, identify trends and ensure compliance with local, State and Federal standards and regulations;

Acts as a liaison with other government agencies, community organizations and county departments in order to increase collaborative efforts and maximize resources to benefit clients;

Collects, compiles and edits material from various sources and produces narrative and statistical data for distribution, as assigned;

Evaluates data and research study findings in order to make recommendations and provide information regarding agency planning, allocation requests and grant applications;

Reviews and monitors contracts to ensure compliance with contract provisions and participates in the development and execution of same by gathering information, performing legal research and preparing contracts;

Contacts contractors, vendors, etc. to verify information and resolve problems, makes site visits, etc.;

Reviews vouchers submitted to the department for payments in order to ensure that information is complete and accurate and that services have been provided in accordance with the provisions and requirements of contracts and grant agreements;

Reviews contract bids to ensure completeness, accuracy and compliance with applicable laws and regulations;

Conducts surveys and participates in the development of other evaluation instruments to improve service delivery;

Interprets a variety of written material such as complex regulations as well as policy and procedures to facilitate compliance by agency staff and contract agencies;

Analyzes needs assessments containing social, economic and health data to establish agency priorities and identify service gaps;

Provides assistance in the preparation of Request for Proposals (RFP's) and the development and writing of grant applications;

Performs a variety of special projects, including arranging for internal and external meetings;

Prepares a variety of statistical reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices involved in evaluating and planning comprehensive departmental policies, procedures and programs; good knowledge of the principles and practices of evaluating research studies and programs; good knowledge of the rules, regulations and funding sources as they pertain to a particular program area\*; ability to perform accurate legal research\*; ability to understand and interpret difficult textual, tabular and graphic materials; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to prepare written material and reports.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and

1. Three (3) years of professional or technical experience in the area of program administration\*\* (e.g., program evaluation, program planning, program training and development, program supervision, program audit or research, etc.); or
2. Three (3) years of work experience that substantially included paralegal duties; or
3. Any equivalent combination of experience.

**NOTE:** A Master's degree in Business Administration, Public Administration, Psychology\*\*\*, Social Work\*\*\* or comparable curriculum may be substituted for one (1) year of the required experience.

\*To be demonstrated during the probationary period.

\*\*Program Administration shall be defined as including responsibility for all or some of the following: Directly supervising program staff (e.g., reviewing recommendations made by lower-level staff, assigning and reviewing work, evaluating work performance and maintaining work standards); overseeing and/or evaluating program activities, services and procedures; providing recommendations for the development of policies and procedures; reviewing and/or overseeing the maintenance and preparation of program records and reports.

\*\*\*Must have included or been supplemented by at least nine (9) credit hours in Statistics, Research Methodology, Evaluation Research or comparable curriculum.