

PROGRAMS AND PROJECTS ANALYST

FUNCTION OF THE JOB

Under direction, to plan, develop, coordinate, and evaluate department programs, services, and activities; to assist in the implementation and administration of such activities; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Researches, analyzes, and evaluates the operation and utilization of department programs and services to address resources, funding and population needs; evaluates options, makes recommendations, and develops or procures needed data solutions.
2. Coordinates and monitors the efforts of department staff in the formulation and development of long-range plans, goals, and priorities to ensure consistency with department and County policies.
3. Designs and utilizes research instruments and procedures; compiles the results and evaluates program and service needs; identifies data quality issues and recommends changes for improvement.
4. Develops policies and procedures to address departmental processes or concerns.
5. Prepares operational and statistical reports and records to support recommendations for expansion, reduction, reorganization, or elimination of services or programs.
6. Ensures that department purchased or contracted services remain in compliance with state and federal regulations and guidelines or obtains waivers from the appropriate agency.
7. Researches, analyzes, reviews, evaluates, and interprets legislation, court decisions, regulations, trends and variances, and provides input to ensure compliance, efficiency, and /or relevant programming.
8. Analyzes, evaluates, and interprets data trends and variances using computerized information and provides input as to the efficiency and volume of services delivered.
9. Develops program specifications and evaluation standards for department and contracted services; coordinates the request for proposal process including development, distribution, and evaluation; makes recommendations regarding selection of provider.
10. Coordinates the development of the strategic plan for the department; serves as the point person for the department and monitors the implementation of the plan.
11. May identify funding sources and write grant applications; implement and oversee implementation to ensure compliance with requirements and prepare progress and statistical reports.
12. Develops, coordinates and may present training to assist all levels of staff to perform their duties more effectively and efficiently.
13. May compile, review, analyze, and monitor financial data on an on-going basis and may recommend proper accounting and budgeting treatments for financial transactions and procedures.
14. May review, analyze, and monitor the allocation and distribution of the operating budget, investigate variances, and make corrections or adjustments to the various accounts.
15. May supervise, assign, coordinate, train, and evaluate employees in a unit of the department.
16. Interprets and explains services and programs to committees, community organizations, and professional organizations.
17. Establishes and maintains effective working relationships with staff, vendors, governmental agencies, community organizations, and the public.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the principles, practices, and techniques of planning and program monitoring and evaluation.
2. Comprehensive knowledge of federal and state regulations and requirements regarding departmental service programs.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

3. Comprehensive knowledge of the role and function of the department within the community.
4. Considerable knowledge of survey, research, investigation and statistical methods and techniques, and of data mapping.
5. Considerable knowledge of purchase of service contract requirements.
6. Considerable knowledge of the practice of public information and public relations.
7. Considerable knowledge of the standards, legislation, and policies affecting department programs and services.
8. Considerable knowledge of computer systems and statistical software.
9. Working knowledge of financial principles, practices, and procedures.
10. Working knowledge of budgeting, analytical methods, and techniques.
11. Working knowledge of project management methods and practices, plan development, and implementation.
12. Working knowledge of supervisory principles and practices, and of department policies and procedures.
13. Working knowledge of computerized department program software, Internet access, database, spreadsheet and word processing programs.
14. Ability to handle personnel concerns of the staff.
15. Ability to interview, evaluate, and make recommendations for selection.
16. Ability to utilize word processing, database, and spreadsheet programs.
17. Ability to conduct complex technical research, interviews, and surveys; gather and analyze information, and make appropriate and comprehensive written and oral recommendations.
18. Ability to plan, prioritize, implement, and evaluate programs and services covering a variety of areas.
19. Ability to communicate effectively both verbally and in writing, and to make presentations to groups.
20. Ability to prepare and maintain accurate records and reports.
21. Ability to lead work groups and develop clear written materials for training purposes.
22. Ability to plan, organize and coordinate the efforts of others in program and data collection analysis and preparation of detailed and complex program and financial information.
23. Ability to establish and maintain effective working relationships with staff, vendors, governmental agencies, community organizations and the public.
24. Ability to assess the administrative and operational impact of recommendations.
25. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public or healthcare administration, the social services, police science, or a closely related field.
2. Two (2) years of responsible professional work experience which includes research, analysis, evaluation, planning, project management, law enforcement duties, or a closely related area.
3. A master's degree in an area listed above maybe substituted for one year of the work experience requirement.
4. For work assignments supervising health information management or medical billing units additional work experience may be substituted for the possession of a bachelor's degree as follows:
 - a. Associate degree and two (2) years of additional work experience.
 - b. High School Diploma and four (4) years of additional work experience.
5. For work assignments in the Department of Emergency Preparedness – Emergency Management Division, additional work experience in an emergency management or public safety environment or a closely related field may substitute on a year for year basis for the post high school education requirement.