



DATE: April 12, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Tara McDonald, Commissioner of Mental Health
368 Broadway, Kingston, NY 12401

JOB VACANCY: Evaluative Analyst II / Permanent/Provisional / Full-Time / Benefited

LOCATION: Mental Health Department

SALARY: \$38.56 / hour (Grade 17)

FILL DATE: May 3, 2024

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and conducting evaluations for use in developing, analyzing, assessing and recommending revised or new operating methods and procedures for improving the administration of programs and the support of management information systems (MIS). An incumbent is responsible for using the management information systems for the purpose of coordinating an ongoing evaluations program consistent with the department's need for gathering data, statistical reporting, and monitoring cost, productivity and utilization of services. Work is performed under the general supervision of higher administrative personnel. Supervision is a responsibility of this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods of gathering and presenting information needed by management for the promotion of operational excellence; good knowledge of the tools and methodologies for conducting program evaluations; good knowledge of governmental organizational structures, operating procedures, requirements and goals; working knowledge of spreadsheet and database applications; ability to identify specific management information needs and design a data collection and presentation system to meet these needs; ability to prepare complex narrative and statistical reports using computer software; ability to establish and maintain effective working relationships; ability to write clear and accurate reports and records; ability to gather and organize pertinent data; ability to instruct employees in procedures; initiative; accuracy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Master's Degree and two (2) years of full-time paid, or its part-time equivalent, administrative experience in program design, development or evaluation; quantitative and qualitative research methods; data analysis; program/project performance improvement; or organizational change management; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of full-time paid, or its part-time equivalent, administrative experience in program design, development or evaluation; quantitative and qualitative research methods; data analysis; program/project performance improvement; or organizational change management; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.