EVALUATIVE ANALYST (COMMUNITY MENTAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for conducting evaluations for use in developing, analyzing and recommending revised or new operating methods and procedures for improving the administration of programs and the support of management information systems. An incumbent is responsible for using the management information systems for the purpose of conducting program evaluations 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, with technical support provided by the county information services department. Supervision is not normally a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Identifies specific management information needs through review of reports and agency records and through discussion with department personnel;

Studies and analyzes department work flow to identify activities that could be improved and designs procedures for improvements;

Designs procedures and forms for the collection and presentation of data;

Instructs department staff of their specific part in the MIS system;

Provides training in use of applications;

Tests new software applications for use in the system;

Develops and maintains computer applications necessary for the collection and management of department business;

Prepares detailed statistical and narrative reports;

Designs and conducts special studies of specific department operations, programs and services as directed;

Analyzes data pertaining to specific department programs, assesses program effectiveness and performs cost/ benefit analysis;

Develops and maintains cooperative working relationships with internal and external personnel;

Keeps apprised of state and federal statistical reporting requirements;

Coordinates MIS activities with data processing center personnel;

Provides technical advice and assistance to internal and external personnel on needs and techniques for gathering information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of methods of gathering and presenting information needed by management for control and decision making; good knowledge of the methodology of conducting program evaluations; good knowledge of organizational structure and agency procedures, requirements and goals; ability to learn 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 gather and organize pertinent data; ability to instruct employees in procedures; initiative; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State recognized college or university with a Master's Degree in Mental Health Administration, Public Health Administration, Business or Public Administration or a social or behavioral science or research methodology; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree Mental Health Administration, Public Health Administration, Business or Public Administration, or a social or behavioral science or research methodology and one (1) year of experience in designing and conducting research studies and data analysis for automated management systems and/or program evaluations; **OR**

C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY   Adopted: September 25, 1981
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Classification: Competitive   Revised: October 31, 2001
Grade: 17
Union: CSEA