

EVALUATIVE ANALYST II

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.

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;

Develops methodology and tools to enable success of management information systems;

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;

Develops project/program planning documents, such as project charters, work plans, timelines, risk and issue management procedures, and progress tracking systems to ensure timely and successful project/program delivery;

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: 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.

ULSTER COUNTY
3063 EVL ANL II
Classification: Competitive
Grade: 17
Union: CSEA

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