

EVALUATIVE ANALYST/ PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for carrying out the planning and evaluation requirements for the community mental health department. Work is performed in accordance with standards established in the field of program planning and evaluation and involves using mental health systems software in data collection and analysis. Work is performed under the general supervision of a higher level mental health department administrative staff member, with technical support provided by the county information services department. 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.

Conducts program evaluation work for the community mental health department and all contract agencies;

Produces evaluation reports and makes related presentations;

Coordinates and has responsibility for the data collection activities of the department and for maintaining the accuracy and integrity of the data;

Supervises the data unit;

Produces reports of a statistical nature both according to a schedule and as needed;

Prepares and submits reports to State agencies as required;

Participates in the development of information systems and new software applications such as but not limited to: Decision Support Systems, Methadone Module, Staff Activity Reports etc.;

Coordinates planning activities of the Local Government Unit;

Prepares plans and presents to the Community Service Board;

Meets with Board members, consumers and staff to collect information;

Submits final plan to the state as required;

Keeps up-to-date on state and federal statistical reporting requirements;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS: Thorough knowledge of the practices of mental health program evaluation and planning; thorough knowledge of the principals and practices of mental health administration; thorough knowledge of the techniques and methods used in administrative

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analysis; good knowledge of computers and information systems; good knowledge of the department's organization, policies, procedures and objectives; ability to establish and maintain effective working relationships with personnel at all levels; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; 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 recognized mental health discipline, and two (2) years of experience in mental health administration which must have included program evaluation; **OR**
- B. Graduation from a regionally accredited or New York State recognized college or university with a bachelor's degree, and three (3) years of experience in mental health administration, two (2) years of which must have included program evaluation; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
3065 EVL ANL PL
Classification: Competitive
Grade: 18
Union: CSEA

Draft: October 15, 1996
Adopted: November 15, 1996
Revised: October 31, 2001