

**DESCRIPTION:** Under general supervision, monitors and studies program administration and service delivery functions and activities of service delivery agencies and program sub-contractors and provides findings of investigations into specific program or financial operations; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to this class are responsible to monitor and report on the delivery of job training programs, services and activities which is distinguished from the Job Training Program Specialist class which provides technical assistance in the development and coordination of job training program services and the evaluation and development of service objectives. This class is distinguished from the Job Training Program Coordinator class which has responsibility to perform agency planning, coordination, development and administration of a job training program including policy development, training and evaluation.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Collects and compiles current program and administrative data from divisional officials, service delivery staff, and program sub-contractors to provide information for use in verifying the allocation and disbursement of funds and in evaluating program administration practices.

Reviews and audits reimbursement requests, financial documents and transactions, and internal fiscal control methods of service delivery agencies and program sub-contractors to ensure current operations conform with established policies and standards.

Monitors and evaluates field offices, statewide job training agencies or program sub-contractor activity from field reports/records or computer printouts to identify deficiencies and effectiveness of operations in relation to established service goals and plans.

Contacts and confers with program sub-contractors, local community/governmental agencies, and private sector employers on services delivered by field offices or on program practices of service delivery agencies to ensure comprehension of and conformance with program policies and standards.

Discusses the results of program reviews with divisional managers and staff to explain findings and initial conclusions developed and to assist in preparing action plans to improve or correct existing program practices.

Writes technical evaluation reports and retains field activity records for use by other divisional service delivery staff to communicate findings of cost/effective financial operations; performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the methods of assembling, analyzing, and reporting financial data and analyses; the principles and techniques of accounting and system analysis; the techniques and procedures of monitoring, investigating and evaluating program activities and practices.

Skill in: conducting interviews; presenting information and data accurately and in an understandable format.

Ability to: interact and communicate to exchange ideas and information with program representatives, program sub-contractors, federal officials, and agency staff; learn, interpret and apply applicable instructions, federal, State, and agency laws, rules, policies, and practices associated with the investigation and evaluation of job training program and service delivery functions; identify and foresee problems in administering financial processes; organize and compare findings from comparative sources of data and formulate supportable conclusions; summarize the findings and conclusions of an investigation of program and administrative functions into technical reports.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in: program monitoring and analysis, management analysis, operations research, accounting or related field; OR Experience in the field of financial or program assessment with primary responsibility for analyzing administrative or fiscal functions and practices of human service programs.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).