

DHHS PROGRAM ANALYSIS AND RESEARCH ADMINISTRATOR

DESCRIPTION: Under administrative direction, administers preparation and tracking of the agency program budget, and manages research and program analysis activities pertinent to agency function. Conducts special projects and analyzes and interprets statistical data for use by state, federal and private agencies. Work is performed independently under administrative direction with broad guidelines.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, no do the listed examples include all the duties that may be assigned.)

Administers preparation of the biennial agency budget request for all program funding of the Department of Social Services.

Directs preparation of projections, budget allocation reports and recommendations for reallocation of funds of all agency programs.

Prepares or manages preparation of fiscal notes to estimate programmatic and administrative impact of legislative bills; assists with preparation of testimony for bills affecting the agency.

Assigns, coordinates, edits and reviews all agency research and program analysis projects.

Directs the planning, design and implementation of field research projects to include analysis and interpretation of data and presentation of the results to agency administrators.

Supervises the collection of data for program analysis and evaluation activities pertinent to the agency function.

Supervises the preparation of reports, statistics, documents and estimates pertinent to research and program activities and exchanges information with interested groups.

Supervises and coordinates the activities of professional specialists in the research section.

Interprets and utilizes data obtained for the development and presentation of special reports and studies to state and federal agencies and some private organizations.

Defines, implements and evaluates the research problem, objectives and action steps of research studies and surveys to ensure the utility of the techniques applies and to improve the reliability and validity of the data gathered.

Plans and conducts large scale research projects in conjunction with program staff in order to contribute a particular expertise.

Collects and compiles statistical, economic, or administrative data to determine the needs of agency clients or programs and to provide a basis for assessing the effectiveness of agency programs and services.

Analyzes and interprets data to provide information refined through mathematical or statistical calculations and to assess significant differences, similarities, correlations, or trends.

Organizes research findings into graphic formats to present a visual summary of the analyzed information for agency staff, other officials or other organizations, and the public.

Prepares periodic state and federal reports, forecasts and bulletins to meet reporting requirements and program and fiscal analysis needs, and to document research findings, conclusions, and recommendations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: agency policies, rules, and procedures pertinent to the collection and analysis of data; legislation, policies, and standards governing the mission and/or programs of the agency; available literature and other resource material pertinent to the program and activities of the agency; the demographic characteristics, such as economic, social, industrial, or occupational, of problems and clients dealt with by the agency; mechanical and electronic equipment used in processing data including computer resources.

Ability to: evaluate staff proposals of administrative action; interpret and apply state and federal laws and standards, and agency rules, policies, and procedures; understand and apply technical narrative material including manuals, handbooks, instructional memoranda and computer printouts; schedule, direct, and review the work of program analysis staff; design and coordinate the implementation of research projects within organizational constraints and resource limitations.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: research methods and techniques; pertinent field of study; statistical theory and mathematics and the application thereof; computer facilities and programming; federal aid documentation procedures; agency policies and regulations.

Ability to: supervise, train and evaluate staff; design and analyze research and statistical studies; interpret the results of studies and to effectively present the conclusions; communicate with administrative personnel and personnel within and outside of the agency; establish and maintain effective working relationships with the public, state and federal personnel, superiors and staff.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a Master's degree in related field with a strong background in statistics, computer programming and technical writing plus three years of research experience in related field including project design, data analysis, report writing and supervisory responsibilities.