

CLASSIFICATION: PROGRAMS EVALUATION SPECIALIST

Class Code: 7111-21

Date Established: 07-31-73

Occupational Code: 7-4-1

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To evaluate programs to determine if established goals and objectives are achieved.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops, reviews, monitors and evaluates subcontract services to ensure compliance and attainment of established goals.
- Identifies measurable goals and objectives for each program.
- Reviews statistical and fiscal reports to ensure compliance and provide data for program planning.
- Develops a systematic evaluation design to enable compilation and analysis of program data.
- Compiles and analyzes data and statistics to ensure program effectiveness.
- Prepares monthly statements to monitor all program grants and budget processes.
- Advises superiors regarding program deficiencies and offers recommendations to resolve problems.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in statistics, planning, economics or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in a governmental or private agency, one year of which shall have been involved in program evaluation, preferably related to federal and state programs. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of a valid New Hampshire drivers' license and/or have access to transportation for statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of the recognized practices, theories, techniques and methodology relating to management, evaluation and the collection of statistical material. Knowledge of the application and uses of modern office equipment appliances. Knowledge of trends and current developments relative to problems associated with funded projects. Ability to apply established practices, theories, techniques and management in certain defined areas. Ability to follow instructions in detail. Ability to prepare comprehensive reports. Ability to establish and maintain harmonious working relationships with sub-grantees, federal, state and local authorities and other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.