

LEGISLATIVE AUDIT PROGRAM
EVALUATION SPECIALIST SENIOR

KIND OF WORK

Advanced professional program evaluation and analysis work.

NATURE AND PURPOSE

Employees in this class are responsible for the design and implementation of program evaluations and program or budget analyses within state government. These employees work under general supervision of higher level program evaluation staff or team coordinators. Employees in this class may provide lead worker direction to more junior evaluation staff. Employees at this level have major responsibility for data gathering and analyses for evaluation or budget studies.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists in the development of evaluation criteria so that the value of programs can be determined.

Conducts cost-benefit analyses of departmental programs so that it can be determined whether or not they should be continued.

Develops financial data systems for state agencies to provide information for management of departmental programs.

Recommends research designs and approaches so that the most appropriate method of evaluation can be utilized.

Design survey instruments so that program effectiveness can be measured.

Collects, organizes, reviews and analyzes data in order to improve the management of state government.

Conducts complex quantitative analyses in order to identify problem areas.

Assists in training various individuals in the concepts and practices of program evaluation, program analysis and/or program budgeting so that they will be better prepared to perform the responsibilities of their positions.

Prepares written reports to present the results of the study analyses.

Assists in the preparation and execution of the Governor's budget so that the objectives of the Governor are reflected.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of program evaluation and program budgeting and their implementation.

Considerable knowledge of statistics, operations research, and econometrics.

Considerable knowledge of state government and legislative processes.

Considerable knowledge of the state's budgeting process.

Ability to:

Analyze state programs and pose research questions.

Effectively express ideas in written and oral form.

Establish and maintain effective working relationships with agency and program personnel.

Analyze technical problems and prepare clear, concise and effective reports.

Est.: 1/72
Rev.: 9/77
Ckd.: 11/92

T.C.: 10/75; 4/96
Former Title(s): Program Analyst II;
Program Evaluation
Specialist Senior