

RESEARCH PLANNING AND EVALUATION DIRECTOR

KIND OF WORK

Managerial level research, program development and administration work.

NATURE AND PURPOSE

Under administrative direction, identify legislative issues; design and direct primary and secondary research projects; design statewide programs, delivery systems and monitoring functions; and participate in the development and presentation of new legislative proposals; perform related work as required. Problem solving involves variable situations requiring analytical, interpretive, evaluative and/or constructive thinking.

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

Develop new programs including, but not limited to, identifying unaddressed needs within community or agency, researching and reviewing similar programs in other states and, negotiating changes or amendments to procedure and policy with other agency units.

Directs staff in development of research methodology and development and implementation of systems for analyzing, evaluating and interpreting program information so that study designs, sampling strategies, and statistical methods are clear and technically correct by developing rules, protocols, standards, and procedures to insure compliance with sound research technique, relevant studies in the literature and state and federal law and regulation.

Administers and directs staff in operation of research/policy development unit so that work objectives and personnel policy objectives are met by scheduling and assigning work; establishing priorities and performance standards; and establishing and managing procedures which respond to the need for accuracy, timeliness and accountability of program functions and data.

Proposes legislation, answer questions and defend department agenda to other agencies, organizations and, local interest groups at public hearings and the legislature by synthesizing results of research and defined organizational goals and presenting ideas in well organized verbal or written form.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Research methodology and techniques sufficient to provide guidance and direction to staff/consultants engaged in these activities.

Governmental planning methods, and legislation and regulations affecting the agency and its constituents in order to propose practical achievable plans of action to respond to needs of diverse interest groups.

Skill in:

Written and oral communications sufficient to effectively present issues and policy recommendations to diverse committees, boards and special interest groups.

Management sufficient to develop goals, objectives, work plans and strategies and to motivate and retain staff.

Fiscal management sufficient to develop and administer budget.

Ability to:

Interpret and present research findings.

Direct the design and implementation of program evaluation.

Ability to coordinate several simultaneous activities to meet organizational goals and objectives.

Est.: 9/80T.C.:

Rev.:

Former Title(s):