

.

Class Specification
for the Class:

PROGRAM EVALUATION ANALYSIS MANAGER
(PRGM EVALUATION ANALYSIS MGR)

Duties Summary:

Manages a program of analysis and evaluation for all segments of the State's program structure; conducts broad systems studies; and performs other duties as required.

Distinguishing Characteristics:

This class reflects overall responsibility for the review and evaluation of the six-year plans of all segments of the State's program structure including consideration of the coordination among programs. Work is at the branch level and supervision is exercised over several analysts. Work is performed in accordance with general direction and is subject to general review to insure that objectives are met.

Examples of Duties:

Plans, organizes, directs, coordinates, and conducts program analysis and evaluation and systems studies; establishes priorities and develops work schedules; reviews completed work and maintains effective liaison with others in charge of program analysis and evaluation; directs and conducts presentations of staff findings and recommendations to the Governor, Legislature, departments, representatives of private organizations and others; establishes and maintains effective relationships with State program managers; prepares periodic and special reports; recommends and implements policies, procedures, performance standards, etc.; conducts staff meetings and maintains pertinent administrative housekeeping; provides for staff development and training; may also be responsible for a functional area such as information systems or computer operations.

Knowledge and Abilities Required:

Knowledge of: Principles of public administration; functions and organization of State government; report writing; advanced cost/benefit analytical techniques; cost analysis; moderately advanced statistics and economics, including price theory, theory

of the firm, and public finance; elementary econometrics and operations research; the State's program structure and related administrative policies and procedures; the underlying concepts and background relevant to all program areas; principles and practices of administration.

Ability to: Plan, organize, direct, coordinate and conduct broad and comprehensive program studies; develop presentations to clearly present complex materials; deal effectively with top-level government officials and others.

This is an amendment to the class Program Evaluation Analyst VIII approved on May 25, 1972 due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to PROGRAM EVALUATION ANALYSIS MANAGER effective August 16, 1982.

DATE APPROVED: 7/26/82

/s/ Clement L. Kamalu
DONALD BOTELHO
Director of Personnel Services