

HUMAN SERVICES PROGRAM PLANNING ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is professional level program analysis and planning involving the coordination and integration of program activities in relation to objectives. The Program Planning Analyst independently carries out program planning from initial research and data collection through completion of final printed plans. This is work of an unusually sensitive nature. Lack of discretion or failure to exercise sound professional judgement could result in increased operating costs, administrative confusion and adverse public relations. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Identifies program and policy issues and needs relating to the department's goals and operation;
Develops program initiative and policy proposals for department officials;
Oversees department's long and short-term planning, including planning requirements mandated by New York State;
Analyzes program effectiveness and prepares written evaluations;
Makes recommendations for program and policy change;
Disseminates information about department policy, and may implement new programs and procedures;
Analyzes annual services plan at the end of the planning year;
Prepares and reviews grant proposals and may administer grant programs;
Interacts with agency employees, representatives of other agencies and interested groups such as The Citizens Advisory Council, other county departments, United Way, volunteer social work agencies, and the general public in planning programs;
Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of human services administration;
Thorough knowledge of program analysis and planning techniques;
Good knowledge of federal, state and local human services laws and programs;
Good knowledge of public administration including basic elements of program budgeting and management systems;
Ability to keep records accurately;
Ability to write clear, concise reports;
Ability to derive policy implications from program initiative;
Sound professional judgement;
Skill in establishing and maintaining good working relationships;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public or business administration, government, political science, community planning, social work or closely related field and 3 years of experience in a public or private human services agency, 2 years of which must have been in an administrative, supervisory or program analyzing/planning capacity; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public or business administration, government, political science, community planning, social work or closely related field and 5 years of experience in a public or private human services agency, 2 years of which must have been in an administrative, supervisory or program analyzing/planning capacity; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.