

## **YOUTH PROGRAMS ANALYST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position in the Dutchess County Division of Youth Services with multi-faceted responsibilities in the areas of youth development, program assessment and evaluation. The incumbent compiles and analyzes information to be used in needs assessments and evaluation of programs. This person attends Youth Board Coordinating Council meetings in addition to other committees and provides technical assistance in the evaluation of programs and community objectives for youth services. Work is performed under the direct supervision of the Assistant Commissioner for Youth Services, with latitude allowed for the exercise of independent judgment. Supervision maybe exercised over subordinate staff in the Youth Services Division in the absence of the Assistant Commissioner for Youth Services.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbent in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning actives not listed which could reasonably be expected to be performed by an employee in this title.

1. Administers grants and contract processes for the OCFS (Office of Children and Family Services) and other funding sources;
2. Functions as contract monitor; gathers information on contract programs from reports and onsite visits, summarizes information, approves payments and monitors program effectiveness;
3. Compiles, interprets, presents and discusses qualitative and quantitative data with various youth service agencies and committees to ascertain youth needs and existing services and to make recommendations for improvement and modifications of services;
4. Provides technical assistance and training to youth service programs to establish program objectives and service measurements based on needs assessments of local communities and OCFS or other funding sources;
5. May serve as departmental representative on up to five standing committees of Youth Board and Coordinating Council's Proposals Committee in making recommendations for annual state aid allocations to youth program providers;
6. Collaborates with departmental staff and community agency staff in compiling information on youth program needs and objectives to complete and update youth related sections of the Child and Family Services plan and the Youth Bureau Annual Administrative Summary;
7. Coordinates and conducts Youth Council meetings and works directly with youth in design, direction and implementation of youth participation projects;
8. Serves as Dutchess County Runaway and Homeless Youth coordinator;
9. Works collaboratively with other departments and community agency staff to plan, coordinate and provide youth services including but not limited to the activities of the Dutchess County Path to Promise initiative;
10. Prepares various reports on topics related to youth; conducts speaking engagements to explain the OCFS grant process, functions and services of the Youth Bureau;
11. Acts as Youth Services YASI (Youth Assessment and Services Inventory) administrator;

**YOUTH PROGRAMS ANALYST** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the characteristics, problems, needs and interests of youth; thorough knowledge of community resources and facilities available to youth; good knowledge of the principles and practices involved in evaluating and planning a comprehensive youth service program; ability to work with numbers and to understand, prepare and interpret tabular and graphic material; ability to plan, evaluate and recommend appropriate modifications of programs and services; ability to administer and process grants and contracts; ability to establish and maintain effective working relationships with public and private officials and agencies; ability to make accurate and objective observations; ability to communicate effectively, both orally and in writing and to prepare a variety of technical and objective materials; ability to speak to large groups of people; ability to work independently; sensitivity to the concerns and problems of nonprofit agencies; Personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Master's degree in social sciences or a related field and one (1) year of full-time paid work experience in the area of youth services or community organization;
- OR:            (B)     Bachelor's degree in social sciences or a related field and three (3) years of full-time paid work experience in the area of youth services or community organization;
- OR:            (C)     An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Possession of a valid driver license to operate a motor vehicle in New York State at time of application and to maintain position.

HU2203

ADOPTED:    10/11/84

REVISED:    01/07/22