

ASSISTANT TO THE COMMISSIONER FOR PROGRAM PLANNING AND EVALUATION

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position in the Department of Social Services. Incumbents in this class are responsible for the planning, evaluation and analysis of all of the department's services, policies and programs, to ensure compliance with Federal, State and local laws, rules and policies, to ensure optimum utilization of available funds, to maximize reimbursement, and to assist in the agency's response to Social Welfare reform initiatives. An incumbent will report on these services, policies and programs directly to the Commissioner or Deputy Commissioner of Social Services. An incumbent in this class also acts as contract administrator for agency services provided through contracts and grants. Supervision and direction is received from the Commissioner or Deputy Commissioner of Social Services. Supervision over others is not a typical requirement of this position.

TYPICAL WORK ACTIVITIES:

The following is 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 activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Evaluates department services and programs, including contract and grant provided services, considering effectiveness and compliance with and changes to relevant Federal, State and local laws, rules and policies, including Social Welfare reform initiatives;
2. Conducts studies and gathers data on a periodic basis on department services and programs, including contracted services, and evaluates data considering significance, value and achievement of performance based outcomes;
3. Develops performance based standards, criteria and evaluation methods for analyzing department services and programs, including contracted services;
4. Coordinates with department administrative and supervisory staff and other local or community based organizations, to identify needs and problems, to prepare proposals to address needs and problems, and to ensure effectiveness of programs and services developed;
5. Develops and maintains written service plans and manuals for programs within various department divisions;
6. Acts as contract administrator for contract or grant provided services to the department, including development of scopes of services, consulting with and coordinating department programs with contract and grant program providers, monitoring compliance, performance and evaluating effectiveness, and providing recommendations for award, continuation or modification of contracts; coordinates with the County Attorney's Office and the Office of Central Services on all contracts;
7. Reviews new and proposed Federal, State and local legislation, rules and policies to determine impact and effect on department activities and to plan for effective implementation, including Social Welfare reform initiatives;
8. Researches and presents recommendations and prepares applications for grants and other funding requests;
9. Prepares reports to keep Commissioner and Deputy Commissioner abreast of current developments and status of work.

**ASSISTANT TO THE COMMISSIONER FOR
PROGRAM PLANNING AND EVALUATION (Cont'd)**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal and State Laws, Rules and policies concerning the provision of local social welfare programs, to ensure effective and efficient delivery of services and programs;

Knowledge of agency resources and local and community service organizations, to ensure effective and efficient delivery of services and programs, limiting duplication of services and inefficient use of resources;

Knowledge of program and project planning and evaluation, for the effective and comprehensive review and analysis of department provided and department funded services and programs;

Ability to conduct studies of government operations, perform administrative research and analyze complex data;

Ability to evaluate, plan and make appropriate recommendations to implement and improve service and program delivery;

Ability to read, understand and analyze complex written information;

Ability to communicate effectively, both orally and in writing;

Ability to establish and maintain effective working relationships;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public or Business Administration, Social Welfare (Administration or Policy Analysis) or a closely related field and two years of experience in the administration of social welfare or human service programs, which must have included the planning and evaluation of these programs;
- OR: (B) Graduation from a regionally accredited or New York State registered College or university with a Bachelor's degree and three years of experience in the administration of social welfare or human service programs, which must have included the planning and evaluation of these programs;
- OR: (C) High school graduation or possession of a high school equivalency diploma and seven years of experience in the administration of social welfare or human service programs, which must have included the planning and evaluation of these programs.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year) for a maximum of four years.

HU5103

ADOPTED: 07/24/84

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01/01/98