

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 12/28/05

PROGRAM ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the overall administrative planning, development, direction, coordination and monitoring of programs or projects as assigned by the Director. An employee in this class analyzes and processes research-based information/data and uses these findings in making recommendations in management and policy decisions for department programs. The Program Analyst provides leadership to other agencies and to County programs in the development of services and new programs, and ensures coordination and integration with State programs and representatives. The incumbent's work is performed in conformance with local, State and Federal laws. Broad administrative direction comes from the Department head, with wide leeway allowed for independent judgment. Supervision may be exercised over activities of subordinate staff. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, coordinates and oversees special projects as assigned by the Director and explains and provides project information to staff;
Collects data for research projects, and participates in the development, coordination, and implementation of projects, ensuring completion;
Assists department in strategic planning activities, and in the supervision and implementation of their goals and objectives;
Reviews local facilities and services, and their relationship to local need;
Conducts and/or participates in meetings to process changes and amendments, to report department progress, and to help resolve issues that may develop;
Maintains liaison with State and local agencies;
Attends review boards, and admission and termination committees to ensure coordinated, non-duplicated services;
Coordinates local programs with State programs, and represents local agencies in negotiations with State representatives;
Systematic oversight and review of the administration and functioning of programs contracted for and administered by Oneida County;
May prepare reviews, reports and presentations on research-based conclusions and recommendations;
May assist in the preparation, contracting, change recommendations, and/or review of program budgets;
May review reimbursement data and approve payment of claims and eligibility status for new contracts;
May create computer graphic designs/displays and may develop databases and other computer-generated program materials.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles of public administration; good knowledge of institutional, business and personnel management practices; good knowledge of County and departmental program operations, goals and objectives; good knowledge of the coordination and supervision of a wide variety of programs and services; good knowledge of research techniques; good knowledge of computers and computer applications; working knowledge of Federal, State and local laws and regulations; working knowledge of English language arts; ability to organize and evaluate data; ability to prepare technical information; emotional stability; good judgment; initiative; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A). Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration, Human Services, Social Work, or a closely related field **AND** one (1) year of experience involving research and analysis of administrative policies and procedures, planning, and program evaluation; **OR**
- (B). Graduation from a regionally accredited or New York State Registered college or University with an Associate's Degree as listed in (A) above **AND** three (3) years of experience, as described in (A) above; **OR**
- (C). Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years of experience, as outlined in (A) above.

NOTE: Certificates in a related field of study from a regionally accredited or New York State registered college or university will equate to three (3) months of experience.

Adopted: 06/27/83
Revised: 09/28/83, 05/12/95, 12/28/05