

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PROGRAM EVALUATION ASSISTANT **GRADE:** 10

TITLE ABBREVIATION: PRO EVAL ASST **TITLE NO.:** 6565

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: MENTAL HEALTH **DIVISION:**

SUPERVISOR'S TITLE: ADMINISTRATIVE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for monitoring the Orange County Department of Mental Health's programs, including reporting and support functions. The work is carried out in accordance with prescribed procedures established by the responsible State/**Federal** Departments, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Work is performed under the general supervision of the Administrative Officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews reports submitted from programs to ensure compliance with State/Federal-mandated reporting requirements;

Compiles data and prepares reports which involve developing and revising graphs and tables, formatting information and interpreting data;

Ensures that staff are properly informed and trained in current and new reporting procedures mandated by the State;

Participates in on-site evaluations of programs to assess compliance with state/federal certification requirements and prepares an analysis of the findings and makes recommendations for correcting deficiencies;

Compiles, prepares and analyzes a variety of financial and statistical records and reports;

Serves as link between billing staff, systems manager, and program, clinic, and administrative staff;

Operates computer systems and applications such as spreadsheets, word processing, calendar, e-mail or other database software in performing work assignments;

May assist in various projects as directed.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic research methods and techniques; basic knowledge of fiscal and budgetary operations; computer skill involving standard word processing and spreadsheet applications; ability to collect, interpret and project statistical and program data; ability to develop documents and techniques for data collection; ability to communicate and instruct effectively both orally and in writing; ability to prepare concise summaries; ability to establish cooperative relationships with others; resourcefulness; tact; patience; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university by the New York State Board of Regents to grant degrees with an Associate's Degree in a Human Services field, Business Management, Accounting or related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time experience in a public or private agency which included responsibility for compiling and interpreting program data; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.