

LEGISLATIVE AUDIT PROGRAM  
EVALUATION SPECIALIST

KIND OF WORK

First level professional program evaluation and analysis work.

NATURE AND PURPOSE

Employees in this class are responsible for advising on and monitoring the installation of a system of program analysis for one or more departments of the executive branch. Responsibility extends to participating in the development of central policy effecting the installation of a statewide system of program budgeting. Work assignments are made by higher level Program Evaluation Specialists.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Explains the concepts and practices of program analysis to state agency managers/supervisors.

Suggests alternative methods of providing state services.

Analyzes state programs and services across organizational lines.

Works closely with state agency staff to collect accurate data on state services and programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of quantitative and qualitative analysis.

Some knowledge of the state's budgeting process.

Ability to:

Understand the purposes for which state services and programs are provided.

Conceptualize alternative methods of providing state service.

Express concepts in oral and written form.

Establish and maintain effective working relationships with agency staff of executive branch departments.

Est.: 1/72  
Ckd.: 3/96  
Reest.: 3/96

T.C.: 10/75; 4/96  
Former Title(s): Program Analyst;  
Program Evaluation  
Specialist