

LEGISLATIVE AUDIT PROGRAM  
EVALUATION SPECIALIST PRINCIPAL

KIND OF WORK

Supervisory program evaluation and analysis work.

NATURE AND PURPOSE

An employee in this class supervises the research and reporting activities of technical and professional employees at lower levels in the program evaluation specialist series, directs an evaluation project team, or provides program evaluation direction for a combined fiscal-program evaluation team. A key allocation factor to this class is the responsibility for implementing a specific program evaluation study or developing a system of program or budget analysis. In this capacity, the incumbent recommends specific program modifications and presents alternative policy choices. General supervision is received from higher level staff.

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

Directs the work of subordinate evaluation specialists in program evaluation and analysis or team program evaluation activities to ensure that a comprehensive and coordinated approach is utilized.

Approves research designs so that the best approach is utilized.

Prepares reports so that recommendations and alternative methods for program improvement can be presented.

Advises and assists program managers in the use of problem solving and evaluation techniques so that they can better proceed with their work.

Analyzes and translates the results of program evaluations so that they can be utilized by decision makers.

Supervises complex quantitative analyses so that accurate program data can be collected and presented.

Participates in the training of evaluation and program staff so that productivity can be maximized.

Prepares and explains evaluation recommendations to the Governor and/or Governor's staff so that they have a clear idea of how programs operate.

Translates the Governor's policy decisions into the budget format so that the Governor's priorities are recognized and implemented.

Explains the Governor's budget as required so that it is understood by agencies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of program evaluation, program analysis or budget analysis implementation techniques and strategies.

Considerable knowledge of the state budgeting process.

Thorough knowledge of statistics, operations research, and econometrics.

Thorough knowledge of program management, organization and budgeting.

Considerable knowledge of state government and legislative processes.

Skill in:

Advanced writing and communications.

Ability to:

Analyze state programs and develop complex research questions.

Effectively represent the agency before high level officials of state government.

Plan, organize and review the work of subordinate evaluation specialists or other staff.

Est.: 1/72  
Rev.: 9/77  
Ckd.: 11/92

T.C.: 7/73, 10/75; 4/96  
Former Title(s): Senior Program Analyst;  
Program Analyst, Senior;  
Program Evaluation  
Specialist Principal