

LEGISLATIVE AUDIT PROGRAM
EVALUATION SPECIALIST INTERMEDIATE

KIND OF WORK

Professional level program evaluation and analysis work.

NATURE AND PURPOSE

Employees in this class conduct, under supervision, program evaluations, program or budget analyses and management studies within state agencies. These employees report to higher level Program Evaluation staff, but are often expected to work independently. Work is evaluated through conferences and review of reports.

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

Assists in the development of evaluation criteria so that the value and effectiveness of programs can be determined.

Assists in conducting cost-benefit analyses of departmental programs to determine whether or not they should be continued.

Assists in evaluating management systems so that their worth can be determined.

Assists in developing and monitoring financial data systems for state agencies so that a base for identifying problem areas exists.

Assists in the development of research designs and approaches in order to better identify problem areas of programs.

Collects, organizes, reviews and analyzes data in order to improve the management of staff government.

Analyzes contracts, capital structures, operating budgets and organizational structures so that problems in any one of those areas can be identified.

Conducts quantitative and qualitative analyses to assess component program impacts.

Assists in the preparation of written reports to present study results.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of quantitative and qualitative analysis, such as statistics, operations and econometrics.

Working knowledge of state government and the legislative process.

Working knowledge of the state budgeting process.

Working knowledge of program evaluation and program budgeting theory and systems.

Ability to:

Analyze technical problems and prepare clear, concise and effective reports.

Understand the purpose of state programs and research alternative methods of service.

Effectively express ideas in written and oral form.

Establish and maintain effective working relationships with agency and program personnel.

Est.: 12/75
Rev.: 9/77
Abol.: 1/91
Reest.: 7/93
Ckd.: 3/96

T.C.: 4/96
Former Title(s): Program Evaluation
Specialist Intermediate