

LEGISLATIVE AUDIT PROGRAM
EVALUATION COORDINATOR

KIND OF WORK

Managerial program evaluation and analysis work.

NATURE AND PURPOSE

An employee in this class manages and coordinates the activities of several project teams. This employee is responsible for developing research designs and approaches and for ensuring that written reports are prepared for executive and legislative branch officials. Key allocation factors differentiating this level from the Program Evaluation Specialist. Principal are managing and coordinating the activities of several project teams. An employee in this class may direct one or more Program Evaluation Specialists, Principal.

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

Manages or coordinates two or more program evaluation project teams so that duplication of effort is minimized and expertise can be provided.

Clarifies objectives and methods of study teams so that desired and results are identified.

Ensures that research is carried out in a manner so that the overall effectiveness and efficiency of state programs can be determined.

Analyzes results of complex quantitative and qualitative research efforts so that recommendations for improvements can be formulated.

Edits and approves written reports so that they can be used for management.

Prepares and explains evaluation recommendations to key executive and legislative branch officials to provide a clear idea of how efficiently and effectively programs are operating.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the application of quantitative and qualitative analysis techniques.

Thorough knowledge of the application of evaluation research methods and theory.

Thorough knowledge of the state budgeting process.

Thorough knowledge of state government and legislative processes.

Advanced writing and communications skills.

Ability to:

Manage and coordinate complex research and evaluation activities to meet deadlines.

Plan, organize, direct and review the work of professional and supervisory program evaluation specialists.

Effectively represent the agency at meetings of high level executive and legislative officials of state government.

Est.: 9/77
Rev.: 5/78
Barg. Unit Chng.: 12/82
Ckd.: 3/96

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