5F72
PUBLIC HEALTH PROGRAM ANALYST

SPECIALTIES
1. AIDS
2. Drug & Alcohol Abuse
3. Maternal & Infant Health
4. Intellectual Disability Services
5. Mental Health
6. Bilingual

GENERAL DEFINITION

- This is program analysis work at the full performance level with responsibility for planning, developing, monitoring, and evaluating programs administered by contracted agencies who provide services in the following areas: acquired immune deficiency syndrome (AIDS), drug and alcohol abuse, maternal and infant health, intellectual disability services, and mental health.

- An employee in this class examines and reviews program proposals, reviews agency budget proposals, evaluates programmatic and operational activities for provider agencies, trains agency personnel to conform to new policies and procedures, and develops methodologies for collection of relevant information. Contact with officials of public and private agencies to gain insight and render assistance in improving existing services or developing new services is important to the work. Employees in this class report to an administrative superior.

ALLOCATING FACTORS:

(The following conditions must be met for a position to be allocated to this class.)

- The position must be responsible for planning, developing, monitoring, and evaluating programs administered by contracted agencies.
- Work must be performed in the Department of Public Health or the Department of Behavioral Health Services.
TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

ALL SPECIALTIES

- Evaluates the quality of effectiveness of services and operations of assigned agencies; plans and conducts site visits to program facilities; develops standards for evaluation; discusses programs and operations with agency officials and directors; investigates aspects of agency operations such as fiscal administration, contract management, client records, contract compliance and personnel and program management; prepares site visit evaluation and monitoring reports; develops recommendations for programmatic and operational modifications.

- Advises contracted agencies on existing related public health regulations, funding sources, treatment options, and sources of administrative support; ensures appropriate linkages between providers and other public health agencies; provides guidance to agencies in correcting deficiencies in complying with existing regulations; trains agency staff to insure that services provided meet standards and regulations.

- Reviews agency budget proposals and proposed budget amendments; prepares and forwards planning allocations to assigned agencies; performs detailed budget review; evaluates program designs including number of clients to be served and types and units of service to be delivered; compares proposed budget year costs with those of prior year; prepares written recommendations approving or disapproving budget and items.

- Develops new programs in conjunction with agency staff based on needs analysis; reviews new and continuing program proposals submitted by organizations seeking funding for health service programs; recommends modifications in accordance with local, state, and/or federal requirements; prepares recommendations to grantor agencies.

- Researches and explores various policy issues relating to the area of specialization; reviews pending legislation and regulations and technical research studies; prepares position papers on public health issues; examines agency operations in relation to state allocation criteria.

- Works with departmental staff and agency officials in contract development; prepares work statements delineating the number of clients to be served and the nature of services to be delivered; coordinates review and approval of contract documents by higher level manager; reviews pending legislation and regulations and technical research studies; prepares position papers on public health issues; examines agency operations in relation to state allocation criteria.

- Attends and conducts meetings with agency and departmental officials to discuss problems and policy issues; meets with members of community groups interested in participating in or influencing the service programs provided.

- Prepares and submits periodic reports on program activities and achievements and on progress toward overall goals; develops and prepares annual, comprehensive and special program plans; prepares or participates in the preparation of various reports to federal and state funding agencies.

- Performs related work as required.
• AIDS SPECIALTY
  o Performs the above duties to support AIDS and AIDS related programs; may perform planning, evaluation and research duties in relation to AIDS programs.

DRUG AND ALCOHOL ABUSE SPECIALTY
  o Performs the above duties to support programs for the prevention and treatment of drug and/or alcohol abuse, including education, prevention, treatment, and rehabilitation carried out in schools, out patient day care centers, counseling sessions, and residential care centers; may perform planning, evaluation and research duties in relation to the drug and alcohol abuse program.

MATERNAL AND INFANT HEALTH SPECIALTY
  o Performs the above duties to support maternal and infant health program; may perform planning, evaluation, and research duties in relation to maternal and infant health programs.

INTELLECTUAL DISABILITY SERVICES SPECIALTY
  o Performs the above duties to support intellectual disability services programs; may perform planning, evaluation, and research duties in relation to intellectual disability services programs.

MENTAL HEALTH SPECIALTY
  o Performs the above duties to support adult and/or children’s mental health programs; may perform planning, evaluation, and research duties in relation to adult and/or children’s mental health programs.

BILINGUAL
  o Performs the duties shown above with members of the English language speaking and designated non-English language speaking populations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:
  • the principles, practices, methods, literature, and new developments for programs in the area of specialization
  • the laws, regulations, and guidelines in the area of specialization
• the principles and practices of administration as they apply to the promotion and coordination of programs and services in the area of specialization
• the methods of determining community and client needs and resources in the area of specialization
• practices and procedures used in the examination of fiscal documents and records
• proposal and application procedures.
• principles, practices, and procedures used in preparing annual public and private program budgets
• current research methodology in the areas of program planning, evaluation, and monitoring

ABILITY TO:

• gather information on service programs and operations and to analyze and evaluate service data for compliance with contract terms
• interpret local, state, and federal laws, regulations, and ordinances and to resolve agency problems
• learn the facilities, media, methods, and techniques of disseminating educational information to the public
• prepare detailed written reports of findings, conclusions, and recommendations and to express ideas effectively both orally and in writing
• conduct site visits to program facilities
• establish and maintain effective working relationships with agency officials and staff, associates, funding agency representatives, and community groups

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE
(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 7/11.)

EDUCATION
ALL SPECIALTIES

• Completion of a master's degree program at an accredited college or university in the social or behavioral sciences, education, nursing administration, public health, or public administration. **AND**

SPECIFIC EXPERIENCE
AIDS SPECIALTY

- Two years of administrative or technical experience in a public health or social science related program which has involved program planning, evaluation or monitoring and one year of experience performing either counseling, health care teaching or patient care in an AIDS service delivery program in a paid or volunteer capacity.

OR

- One and one half years administrative or technical experience in a public health or social science related program which has included program planning, evaluation or monitoring and six months of experience which has involved program planning, evaluation or monitoring in an AIDS service delivery program in a paid or volunteer capacity.

DRUG AND ALCOHOL SPECIALTY

- Two years of administrative or technical experience in public or private rehabilitation programs in the area of drug addiction and/or alcoholism, which have included program planning, evaluation or monitoring.

MATERNAL AND INFANT HEALTH SPECIALTY

- Two years of administrative or technical experience in public or private program(s) which services women and/or children which included program planning, program implementation, evaluation and/or monitoring.

INTELLECTUAL DISABILITY SERVICES SPECIALTY

- Two years of administrative, technical, or social work experience in public or private intellectual disability services programs planning, developing, implementing or monitoring general intellectual disability services programs involving direct service practices and techniques.

ALL SPECIALTIES

- Or any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources which has included the completion of a bachelor's degree as an educational minimum and the specific experience described above.

ADDITIONAL REQUIREMENT FOR THE BILINGUAL SPECIALTY

1. Sufficient training and/or experience to be able to converse effectively in English and the designated non-English language.
PHYSICAL AND MEDICAL REQUIREMENTS

1. Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

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PAY RANGE:

EP20

- CLASS ESTABLISHED:
  - 2/85
- LATEST SPEC. REVISION:
  - CSC: 6/11, Ad Board: 7/11

PF/jl

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END OF JOB CLASS SPECIFICATION