

CLASS TITLE: PRINCIPAL PROGRAM ANALYST

Class Code: 02711400
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To work with an assistant director in planning, developing and implementing departmental planning, budgeting, capital development budgeting and program evaluation services; to plan, coordinate and supervise the overall function of a staff engaged in said functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom are received general and specific work assignments; work is reviewed in progress upon completion for conformance to accepted techniques, policies, rules and regulations.

SUPERVISION EXERCISED: Exercises general and/or close supervision over technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To work with an assistant director in planning, developing and implementing departmental planning, budgeting, capital development budgeting and program evaluation services; to plan, coordinate and supervise the overall function of a staff engaged in said functions.

To work with an assistant director and their staff in order to assess needs, define goals and objectives, and develop programs to implement objectives.

To assist in the preparation of the Department's Annual Fiscal Plan including both budget and program analysis. Assist an assistant director and their staff by providing technical assistance necessary for budget preparation. Review submitted budget requests for accuracy of information.

To review budget requests for conformity with pertinent regulations and appropriate capital development plan.

To analyze alternatives for service delivery as to cost benefit differences.

To work on the development of programs to reallocate resources.

To assist in the development of the departmental capital development program. Meet with an assistant director and their staff in order to assist in the development of the ten-year capital development program.

To analyze engineering and architectural studies.

To assist in the development of monitoring and evaluation systems for the department's programs.

To review and analyze contracts for the provision of services.

To work with government and private councils and commissions in order to acquaint them with the department's goals and objectives.

To develop reports in orders that the division may disseminate information to the director, assistant directors, other state departments and the general public regarding budgetary and planning matters.

To conduct seminars and other presentations regarding planning, budgeting and program evaluation for small groups.

To work on independent research project's regarding the department's programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge and understanding of the principles and techniques of business administration; a working knowledge of the principles and practices of governmental planning for human services and budgeting; a working knowledge of the organizational

structure of the state government and the functions of its state departments and agencies; the ability to identify problems and work independently; the ability to establish and maintain effective working relationships with state employees, officers and the general public; technical ability in the area of planning and budget development and fiscal and program analysis; a working knowledge of planning techniques; the ability to plan, coordinate and supervise one or more staff members; the ability to perform highly technical budget and program analysis; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education and Experience: Such as may have been gained through: possession of a Master's Degree in Public Administration, Planning, Business Administration and four years of professional experience in the field of program analyses; or graduation from a college of recognized standing with specialization in public administration and six years of professional experience in the field of program analysis.; and

Experience: Such as may have been gained through: employment requiring the application of techniques and methods related to research work and analyses of administrative policy and management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 4, 1977

Editorial Review: 3-15-2003