



CLASSIFICATION SPECIFICATION

CLASS NUMBER 30161

PROGRAM EVALUATOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Program Evaluator may not perform all of the duties listed. However, it is mandatory that the first duty (I) is performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Program Evaluator position is to provide technical assistance and administrative direction to a county department of job and family services on administration of client services programs as well as to analyze and interpret federal and state regulations governing client services programs. The employee also prepares technical reports and associated paperwork.

Duties

Frequency: 75% +/- 15%

- I. Provides technical assistance and administrative direction to county department of job and family services on administration of client services programs and analyzes and interprets federal and state regulations governing client services programs.

Frequency: 15% +/- 5%

- II. Prepares technical reports and associated paperwork.

Frequency: 5% +/- 1%

- III. Attends meetings and training sessions.

Frequency: 5% +/- 1%

- IV. Performs public relations functions.



**KSA'S FOR THE
JOB CLASSIFICATION OF
PROGRAM EVALUATOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Agency computer systems (e.g., CRIS- E); Typing principles; Federal, State and Local laws, rules, regulations, policies and procedures related to Client Services; Client Services program implementation, planning, and development; Administrative practices; English grammar and composition; Social welfare issues.	Typing; Writing; Operating computer systems; Oral communication; Organization.	Answer routine questions/inquiries; Perform associated clerical duties; Resolve recurring, standard problems; Resolve a wide range of problems; Extract information from various sources; Collect data; Comprehend a wide variety of technical material; Interpret policies and procedures; Develop policies and procedures; Listen for problems or issues and provide responses or explanations; Work with others; Maintain accurate records; Understand manuals; Coordinate and evaluate client services programs; Monitor the work of others; Deal with problems in a familiar context; Handle contacts with outside agencies; Recognize errors in the work of others; Interpret technical material; Explain assignments, procedures, or situations to others; Train others.
II	Typing principles; Report writing practices; Agency computer systems (e.g., CRIS- E); Federal, State, and Local laws, rules, regulations, policies and procedures related to Client Services; Client services program implementation, planning, and development; Administrative practices; English grammar and composition; Social welfare issues.	Typing; Oral Communication.	Perform associated clerical duties; Typing/word processing; Extract information from various sources; Comprehend technical material; Use basic statistics to analyze data; Write technical reports; Proofread materials; Develop complex reports; Sort problems into categories by established methods; Evaluate program effectiveness; Gather, collate, and summarize data; Interpret technical material; Perform basic statistical operations; Use computers; Explain technical material to others.
III	Federal, State, and Local Client Services programs; English grammar and composition; Social welfare issues.	Listening; Writing.	Understand verbal instructions; Listen and understand complex sets of verbal instructions for familiar and unfamiliar topics.



IV	Federal, State, and Local laws, rules, regulations, policies and procedures related to client services; Client Services program implementation, planning, and development; Administrative practices; Social welfare issues.	Oral communication; Public speaking; Listening; Organization.	Answer routine questions/inquires; Give or exchange facts or information; Explain technical material to others; Listen for problems or issues and provide responses or explanations; Prepare and deliver lectures; Handle contacts with outside agencies; Explain situations to others; Speak before an audience.
-----------	---	---	---



Minimum Qualifications

- Completion of two years technical training or undergraduate major core coursework in psychology, social work, human relations, sociology or related field. Also requires two years experience in client services, program coordination or program administration in a social services agency or like environment.
- Or two courses or twelve months experience in social welfare, two courses or twelve months experience in public relations, one course or six months experience in statistics, one course or six in verbal communication, one course or six months experience in written communication for business, and four additional courses or two years experience in behavioral science. Also requires two years experience in client services, program coordination or program administration in a social services agency or like environment.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent is not responsible for the physical safety of others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.