SOCIAL SERVICES PROGRAM PLANNING ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is professional level program analysis and planning involving the coordination and integration of program activities in relation to objectives. The Social Services Program Planning Analyst independently carries out Title XX program planning such as Child Welfare, Adult Protective and Preventive Services, from initial research and data collection through completion of final printed plans. This is work of an unusually sensitive nature. Lack of discretion or failure to exercise sound processional judgement could result in increased operating costs, administrative confusion and adverse public relations. General supervision is received from the Staff Development Director. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Identifies program and policy issues and needs relating to the department's goals and operation;
Develops program initiative and policy proposals for department officials;
Oversees department's long and short-term planning, including planning requirements mandated by the New York Department of Social Services;
Analyzes program effectiveness and prepares written evaluations;
Makes recommendations for program and policy change;
Disseminates information about department policy, and may implement new programs and procedures;
Makes annual Services Division budget projections in consultation with the Deputy Commissioner for the Consolidated Services planning process;
Analyzes annual services plan at end of planning year;
Prepares and reviews grant proposals;
Interacts with agency employees, representative of other agencies and interested groups such as The Citizens Advisory Council, Mental Health Clinic, Probation Department, United Way, volunteer social work agencies, and the general public in planning programs;
Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public welfare administration;
Thorough knowledge of program analysis and planning techniques;
Good knowledge of federal, state and local public welfare laws and programs;
Good knowledge of public administration including basic elements of program budgeting and welfare management systems;
Ability to keep accurate records;
Ability to write clear, concise reports;

Ability to derive policy implications from program data,

Ability to translate broad directives into specific written work plans;
Initiative;
Sound professional judgement;
Skill in establishing and maintaining good working relationships;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A)   Graduation from a regionally accredited or New York State registered college or university with a masters degree in public or business administration, government, political science, community planning, social work or closely related field and three years experience in a public or private social services agency, one year of which must have been in an administrative, supervisory or program analyzing/planning capacity; or

B)   Graduation from a regionally accredited or New York State registered college or university with a bachelors degree and four years experience in a public or private social services agency of which two years must have been in an administrative supervisory or program analyzing/planning capacity; or

C)   An equivalent combination of training and experience as indicated by the limits of A) and B) above.

R549   3/17/92