

# HUMAN SERVICES PROGRAM ANALYST

Job Code	Pay Grade
18120	CL17

## Nature of Work

This is professional administrative work which requires researching, analyzing and recommending appropriate action related to a variety of health and human services, mental health, and community based projects or programs. Employees in this class provide administrative assistance to the director in planning, researching, directing and implementing departmental efforts for best practices, outcome measurements, grant funding and budget administration, multi-jurisdictional program planning and policy development, and monitoring and evaluating legislation. Employee may be fiscally responsible for distribution of federal, state and county grant funds, reviewing and evaluating multiple budgets, and assisting with development of internal financial controls to ensure compliance with federal, state and county guidelines. Work requires considerable independent research, initiative, planning skills and independent judgment.

## Minimum Qualification Requirements

- 8 years experience in social services/health and human services, grant writing, contract management, or related field; or
- Associates degree in social services or a related field and 6 years experience as described above; or
- Bachelors degree in social services or a related field and 4 years experience as described above; or
- An equivalent combination of education, training and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to the position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Researches and recommends best practices for department and county-wide issues and initiatives.
- Researches, reviews, recommends, and collates outcome measurements for internal and external programs.
- Leads or assists with task teams related to department strategic planning, programs, initiatives, etc.
- Researches available grant opportunities.
- Researches budgets, prepares and manages mental health and community based grant programs; including fiscal and program reports, fiscal forecasting, amendments, goals and objectives, and problem resolution.
- Initiates, organizes and conducts county's mental health funding application process reviewing agency budgets and proposals for appropriateness of funds, duplication and coordination of efforts, recommending funding cutbacks or expansion.
- Prepares and monitors mental health and community funding contracts. Establishes controls and monitors payment of grant funds.
- Reviews and critiques legislation and other proposals related to health and human services for impact and appropriateness, making policy recommendations on solutions or courses of action.
- Confers with public and government officials serving as county liaison or contact with various state and local boards, committees, and task forces associated with health and human services, and mental health and homeless services coordination.
- Conducts complex program evaluations as needed, sometimes involving several agencies, multiple programs, and/or jurisdictions.
- Conducts research and prepares reports on program effectiveness.
- Performs related work as assigned or required.

## HUMAN SERVICES PROGRAM ANALYST (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of health and human services work and casework methods and techniques.
- Knowledge of methods and techniques involved in conducting administrative or special studies.
- Knowledge of laws, rules, and regulations relating to public assistance, mental health, and other health and human services programs.
- Knowledge of federal, state and local regulations pertaining to public welfare, hospitals, mental health programs and systems and related operations.
- Knowledge of public administration principles and practices.
- Knowledge of principles and procedures of governmental budget preparation, audit and record keeping.
- Knowledge of computer operations and office automation.
- Skill in communicating effectively with governmental officials, community organizations, staff personnel, and the general public.
- Skill in mediating problems and resolving issues between and with countywide agencies and organizations.
- Ability to establish and maintain effective working relationships with other Federal, State and County operational units.
- Ability to prepare clear and comprehensive reports, recommendations and proposals, presentations; verbally and in writing.
- Ability to analyze facts, maintain records, prepare reports and correspondence.
- Ability to work independently on complex tasks, analyze and solve administrative problems, and render advice or assistance to the County Administrator, County Commission, and/or local agency directors.
- Ability to stay abreast of current policy and program trends, developments and changes related to health and human services, mental health and substance abuse programs, regulations and laws.

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Revised	EEOC Code	Overtime Code
8/07	Professionals	Classified/Excluded