

Program Evaluation Analyst

POSITION INFORMATION

As stewards of Proposition 10 tobacco tax funding, First 5 Shasta aims to invest in efforts that will have the most effective and positive impact on young children and our community. Reporting to the Executive Director, the Program Evaluation Analyst position's primary focus is program evaluation. This position is responsible for program and administrative support, which may consist of data analysis, program analysis, fiscal processing and analysis, information processing, and a variety of general administrative duties. As part of a team of professionals in a small office environment, the Program Evaluation Analyst plays a vital role in the achievement of First 5 Shasta's long-term goals and the strategic and innovative use of all First 5 Shasta resources to benefit children, ages 0-to-5, and their families.

This posting is a 1 FTE (40 hours/week) position located in Redding, California with the following salary range:

- Hourly: \$ 23.69-\$27.80
- Monthly: \$ 4,106.27-\$4,818.67
- Annually: \$49,275.20-\$57,824.00

Available benefits include:

- Paid Time Off
- 12 Paid Holidays
- Cafeteria Plan with Benefit Stipend
- Retirement

EXAMPLES OF ESSENTIAL DUTIES

Program Evaluation:

- Advises staff on and participates in the preparation of reports, grant applications and other documents; interprets data and statistics for staff.
- Reviews and analyzes program demographic and service data and provides data support for program evaluation processes.
- Develops data collection procedures and forms, survey methodology, sampling criteria and data analysis techniques.
- Prepares detailed reports, charts, graphs, timelines of events, statistical tabulations, grant applications and other documents using various data and statistics.
- Answers the inquiries of and corresponds with community partners and grantees regarding program evaluation.
- As directed, represents the organization in meetings with personnel from other agencies.
- Performs related work as required.

Data Management:

- Collects, compiles, verifies, analyzes, interprets and reviews program and fiscal data and statistics on agency programs for use in program evaluation, reports, proposals, presentations and recommendations.
- Develops and maintains databases and Excel workbooks.
- Manages the implementation, data analysis, and data managements of the Kindergarten Readiness Snapshot (KRS); serves as liaison with KRS app development team and with school district and county office of education staff.
- Reviews and analyzes programmatic financial data and provides data support for fiscal management processes.
- Compiles data for and assembles budget reports; prepares cash flow projections and expenditure reports.
- Participates in the preparation, verification, and documentation of fiscal forms and reports for auditing and state reporting processes.
- Provides technical assistance and training to database and Excel workbook users.

TYPICAL QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

- Knowledge of techniques of preparing data and statistical reports and developing forms for data and statistical studies.
- Knowledge of principles and practices of database and Excel workbook development, management, warehousing, and administration.
- Knowledge of program evaluation methods.
- Ability to analyze problems, select or recommend alternatives, project consequences of proposed actions and implement recommendations in support of organizational objectives.
- Ability to develop evaluation plans and procedures.
- Ability to collect, interpret, and evaluate narrative and statistical data pertaining to programs, fiscal and management matters.
- Ability to perform complex tasks using word processing, statistical analysis, spreadsheet, database, graphics presentation, GIS, and electronic file transfer software packages.
- Ability to interview users and extract pertinent information for development of database query system and report generation.
- Ability to communicate effectively in writing and orally in order to prepare a variety of reports, correspondence, and presentations, including easily understood tables and graphs.
- Ability to provide effective technical assistance, consultation and training to First 5 staff and grantees.
- Ability to establish and maintain effective working relationships with those contacted through the course of work; set priorities and meet deadlines.
- Ability to keep supervisor informed in a timely manner regarding progress on projects and plans, initiate and complete work assignments with minimal supervision.
- Ability to actively promote the mission of First 5 Shasta.

These employment standards are typically attained with graduation from an accredited four-year college or university and three years of experience in performing data management work at a professional level.

The ideal candidate has significant skills and experience gathering, analyzing, and reporting program and fiscal data, and has the ability to create a database to gather information along with extensive knowledge of Microsoft Excel. The candidate has excellent people skills and will also embrace the mission, vision, and values of First 5 Shasta.

WORKING CONDITIONS

Work Environment:

Small office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually quiet to moderate. We are a drug free and tobacco free workplace.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. Employee is frequently required to stand, walk, and use hands to finger, handle or feel objects, tools or controls. The employee is frequently required to sit at a computer monitor, reach with hands, arms and fingers. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, or crawl. Employee must regularly lift and/or move up to 25 pounds.

It is the policy of First 5 Shasta to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the position for which he or she is applying or in which he or she is presently employed.

SPECIAL REQUIREMENTS

- Possession of a valid California driver's license
- The employee will be expected to use her/his own vehicle for travel within Shasta County
- Proof of current automobile insurance coverage
- Willingness to be fingerprinted
- The employee may be required to work occasional evenings and weekends
- Occasional overnight travel may be required

APPLICATION & SELECTION PROCEDURES

First 5 Shasta will accept resumes (with cover letter) and the required supplemental questions (below) until 5:00p.m., March 31, 2017. Please submit the required documents (resume, cover letter, and responses to required supplemental questions) formatted as a Word document or PDF to **Commission@first5shasta.org**. Applicants will be screened and those considered best qualified will be invited to appear for an interview. Meeting the announced requirements does not guarantee inclusion into the selection process.

REQUIRED SUPPLEMENTAL QUESTIONS

1. Describe in detail your experience analyzing, evaluating and interpreting data. Include the name of the employer(s) where work was performed.
2. Attach an example of a written report or data summary that you have prepared during the course of your employment (maximum: 5 pages).