

CLASSIFICATION TITLE- SUB-TITLE

PROGRAM AND POLICY ANALYST –ADVANCED

POSITION SUMMARY

Under the general direction of the Division on Adult Institutions, Program and Policy Chief, this position is responsible for a wide range of planning, program and policy analysis and facilitation activities for the development of strategies and policies for DAI programs and systems. This position is primarily responsible for extensive analyzing, evaluating and reporting on performance measures or other pertinent pieces of data relevant to the Office of Program Services (OPS) but will perform similar functions when assigned to other program area. This position will be responsible for compiling data necessary to insure compliance with various federal grant requirements in the OPS. The position works with the DOC data analysis team (comprised of counterpart staff from divisions and the ORPM, budget staff and IT staff) to ensure a robust measurement and assessment plan for the Department of Corrections including issue identification, measurement, evaluation and reporting of the findings.

*(Rated PD
Only)*

<u>TR1</u>	<u>TR2</u>	<u>TIME %</u>	<u>GOALS AND WORKER ACTIVITIES</u>
		45%	<p>A. Perform complex analysis, audits and reviews of assigned Department DAI programs. Utilizing evidence based practices, this position will provide guidance and recommendations regarding program policies, audit tools, performance measures and resource needs.</p> <p>A1. Conceive and conduct complex analytical studies, audits and reviews of divisional programs.</p> <p>A2. Collect and analyze program performance data.</p> <p>A3. Develop recommendations for new or revised policies and procedures to maximize program performance.</p> <p>A4. Develop written reports with recommendations for Division management with results of analysis and other studies.</p> <p>A5. Assist other departmental units in implementing adopted policies by identifying analytic techniques, converting analytical techniques to departmental procedures or rules and preparing other staff to use the appropriate techniques.</p> <p>A6. Advise and work with the ORPM or other like staff in other divisions on the appropriate use of policy, planning, statistical, socioeconomic analysis and evaluation techniques.</p> <p>A7. Develop or modify analytical techniques to meet specific operating needs of division units or other departmental units.</p> <p>A8. Work with management and staff of other departmental units on research analysis and evaluations pertaining to Division programs and procedures adhering to practices established by the ORPM.</p> <p>A9. Compile data and provide reports to assist in meeting federal grant reporting requirements for OPS.</p>
		35%	<p>B. Conduct research and analysis on corrections issues used in developing department and division policies, programs, plans, budgets, projects and procedures including the preparation of responses to requests from within the Division and Department, and from external parties for reports, information, and</p>

data.

- B1.** Develop program goals and objectives. Identify issues that merit analysis. When responsible as team leader, set priorities, schedules and deadlines for projects.
- B2.** Prepare study design, selecting appropriate analytic techniques.
- B3.** Collect necessary data and information; choose, adapt, develop and apply analytical techniques; draw conclusions; develop recommendations for policy alternatives and make recommendations for Division action.
- B4.** Discuss the analysis, policy options, and/or conclusions with management.
- B5.** Prepare reports, communicating the results of the analysis and the division's action concerning the issue. Make oral presentations and prepare reports necessary to summarize efforts and results.
- B6.** Receive, analyze, and clarify requests for information about and data in DOC information systems. Assist DAI staff in their responses to requests for information about and data in DOC information systems.
- B7.** Develop written and graphical reports and presentation materials for use in responding to requests for information/data.
- B8.** Participate in the implementation of policies and procedures adopted by the Division.
- B9.** Provide technical support and direction to program administration and staff in the appropriate use and interpretation of DOC data.
- B10.** Perform routine monitoring and assessment of evidence based correctional practices pertinent to assigned program areas which are occurring in other municipalities, states, federal or private correctional entities.
- B11.** Compile data for grant applications as directed.

15%

C. Serve as the primary point of contact for OPS data and technology issues. Work with DAI personnel to assist with oversight of program outcomes, utilizing appropriate data analysis techniques.

- C1.** Develop, maintain, and demonstrate a thorough understanding of the Division's operations, policies and procedures.
- C2.** Develop, maintain, and demonstrate a thorough understanding of the paper and electronic tools staff, managers, and contractors/vendors use to carryout the Division's business processes.
- C3.** Lead and contribute to the work of Division and Department information system user groups as directed. Coordinate and facilitate meetings, preparation of agendas and minutes, and completion of group projects and products.
- C4.** Maintain OPS data systems, through direct data entry and routine report development. Assume primary responsibility for the accurate reporting of data by Division staff.
- C5.** Provide reports to the Director of OPS regarding progress in meeting OPS program completion goals, as established by Financial Manager and Program and Policy Chief.
- C6.** Provide oversight and updates to the Division's website related to the OPS.

- C7. Identify training needs related to OPS programs and various technology systems utilized by DAI program staff. Assist DAI and/or DOC training center staff in developing training curriculum.
- C8. Develop and implement recommendations to address problems related to data quality.
- C9. Investigate, remediate and strive to capture and maintain quality data, including facilitating correction of errors and discrepancies.
- C10. Partner with the staff assigned to the Data Services Team in the Bureau of Technology Management to develop data dictionary definitions, data standards and agreement on data interpretation and analysis.

5% **D. Other duties as assigned.**

KR1 KR2 KNOWLEDGE AND SKILLS

1. Knowledge of methods to conduct interviews to gather, assemble, correlate, and analyze facts; draw conclusions there from; devise solutions to assigned problems; and make recommendations.
2. Knowledge of methods to recognize and evaluate information management and procedural problems and recommend solutions.
3. Knowledge of systems analysis processes and techniques.
4. Knowledge of Business Objects or other tool set used to access data warehouses.
5. Skill in oral and written communication.
6. Skill in interpersonal communication.
7. Ability to establish and maintain effective working relationships with management of the Department and other professionals.
8. Knowledge in the use of information systems; data extraction, preparation and analysis; and report generation.
9. Knowledge of group leadership and facilitation techniques.
10. Knowledge of business process documentation, evaluation, and improvement principles and techniques.
11. Knowledge of project management principles and methods.
12. Knowledge of policy and program evaluation principles and practices.
13. Knowledge of Department of Corrections' policies, rules, directives and procedures.