

COUNTY OF SOLANO

HEALTH AND SOCIAL SERVICES PLANNING ANALYST

Est. 12/06
CSC Exempt

DEFINITION

Plans, develops, coordinates, monitors, and evaluates various health and social services programs; acts as liaison for assigned program areas with community organizations and other governmental agencies; applies and interprets state and federal regulations and directives; writes grants, proposals, manuals, reports and other related documents.

CLASS CHARACTERISTICS

This class performs professional level program planning and development work in support of departmental operations, programs, and services. Employees in this classification perform needs assessment, research for and acquisition of funding, development of plans for implementation of funding source requirements, development of performance measures, development of and adherence to timelines, and monitoring progress toward achievement of goals. Incumbents develop and monitor the assigned budget(s). Judgment is required both in participating in the development of policies, goals, and objectives, and in applying concepts, plans, and strategies. Employees may provide supervision over professional, technical and/or clerical staff, but this function is ancillary to the primary function of the classification.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Executive Manager.

May provide supervision over program staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Plans, develops, coordinates, monitors, and evaluates various health and social services programs; participates in identifying, developing and analyzing information on local health and social services needs and resources; gathers and analyzes information to determine new and ongoing program needs.

Researches best practices, models being used to address community needs and revenue sources; performs feasibility studies relative to new or re-designed services.

Provides consultation, oversight and coordination of services with other agencies, private care providers, and treatment facilities; develops and maintains the division's community resources network; meets with community organizations, client and family member organizations, private individuals, agency administrators, and professional staff to solicit input and participation and to gain cooperation and consensus in goals and outcomes.

Develops grant applications and program proposals to obtain state and federal funding; administers and oversees specially funded program(s) and/or functions(s); negotiates with service providers regarding procedures, costs, and other contract matters; oversees and monitors contracts.

Reviews program proposals/plans to determine time-frames and funding limitations; develops recommendations for accomplishing program objectives, staffing requirements and allotment of funds to various program components.

Recommends program objectives and formulates procedures and protocols for program services; participates in the development and implementation of policies and priorities; researches data related to agreed upon evaluation measures; monitors progress toward objectives.

Develops and monitors operational budgets.

Reads, analyzes, interprets and ensures compliance with laws, regulations, policies and procedures governing assigned program operations; determines and reports on impact of proposed legislative and regulatory changes; assists in development of County policies to effect changes in program operations.

Plans transition of program to management team for ongoing operations.

May supervise, train, assign and evaluate staff; determines utilization of own staff; confers with and/or makes recommendations to the management team with respect to complex personnel employee relations matters, as well as public contact problems, which may have significant administrative or legal consequence.

Represents the agency before boards and committees, in public meetings, and to other government agencies in specific areas of assignment; presents to various governmental and community groups; serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principals and practices of public administration and project management, including planning, implementation, and evaluation.

Policies, regulations and procedures governing assigned programs; goals and limitations of public programs within a specific assignment; legal requirements affecting service delivery and operations; Federal, State and local laws, codes and regulations governing areas of assignment.

Supervisory principles and practices including planning, assigning, and reviewing work, maintaining standards; employee development and evaluation.

Administrative principles and practices including budgeting, program planning, developing and evaluating grants, contracted services, programs and funding report requirements.

Analytical techniques including data collection and presentation methods.

Agency purposes, goals, and policies; services and activities of public and private health and welfare agencies including referral sources and community resources.

Current trends in research, education and related services.

Community based service models; practices and techniques of strength based consumer and family service delivery models.

Techniques used to establish and maintain effective communication with clients; socio-economic factors affecting the client; needs, problems and behavior of people in target population.

Skills to:

Utilize basic office equipment.

Ability to:

Interpret and apply a variety of complex county, state and federal regulations, policies and guidelines related to a specific program; comply with laws, regulations and professional practices governing program services and operations; research regulations, procedures and/or technical reference materials.

Participate in program and budget planning and program evaluation; develop and implement program goals and objectives; identify program needs and establish priorities for the delivery of services.

Identify and evaluate fiscal opportunities and constraints; identify the need for developing proposed changes in program practices and procedures; collect and analyze data to establish/identify needs, evaluate program effectiveness; assist in developing goals and objectives for assigned work units or projects; prepare narrative and statistical reports; interpret administrative direction for incorporation into operational policy and procedures.

Plan, organize, develop and carry through research projects; select proper research methodology and apply it to program planning problems.

Supervise, advise, consult with and train others engaged in professional and technical work; secure cooperation and teamwork among staff; organize and prioritize work assignments; determine and evaluate level of achievement and performance.

Maintain accurate records and document actions taken.

Maintain confidentiality of information.

Communicate orally and in written format and interact in situations requiring instructional, persuasive, consultative, counseling and motivational skills.

Work effectively with community groups and organizations; gain cooperation and consensus with a variety of agencies and groups.

Establish and maintain professional relationships with clients, children, representatives or the community served, employees of County departments, outside professional staff, and other agencies and the public.

Experience and Education/Training

Education:

Three years of increasingly responsible experience in a professional-level analytical and/ or project/program management capacity, preferably in a governmental agency.

Education/Training:

A Bachelor's degree is required from an accredited college or university with a major in psychology, social work, health services administration, public or business administration or a related field; a Master's degree in a related field is desirable.

SPECIAL REQUIREMENTS

Driver's License: Possession of, or ability to obtain, a valid California Class C Driver's License may be required at the time of appointment. Loss of the Class C Driver's License is a cause for discipline. Individuals who do not meet this driver's license requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

SUPPLEMENTAL INFORMATION

Travel: Independent travel may be required.

Background Investigation: Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation, and/or policy.

Compliance Agreements: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with mandatory child and elder abuse reporting, drug free workforce, and confidentiality.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or bright/dim light.

Donald W. Turko
Director of Human Resources

Established Date: December 2006
BOS Date: January 23, 2007
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