

* PROGRAM RESEARCH ANALYST

(77-75)

General Statement of Duties and Responsibilities

Under general supervision, performs professional work of more than ordinary difficulty and responsibility in the review and analysis of program materials, reports and data; prepares analyses of programs and of legislative and other proposals; performs related work.

Examples of Typical Tasks

Prepares systematic analyses of departmental and agency programs; including but not limited to the objectives of such programs, the use and availability of State and Federal aid in such programs, the relationship of specific programs to other city, state or regional programs, and alternative proposals for program modification.

Undertakes in-depth research and comparative studies on program design and evaluation.

Investigates specific issues and problems and prepares reports as directed.

Qualification Requirements

1. A baccalaureate degree issued upon completion of a four-year course in an accredited college or university, and two (2) years of full-time, progressively responsible experience in program research, policy research or preparation, systems analysis, or program design or evaluation; or
2. A satisfactory equivalent. However, high school graduation or possession of a high school equivalency diploma is required of all candidates.

Direct Lines of Promotion

From: None

To: To be determined

3.26.71