

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Program Analyst I

BAND: C	GRADE: 4	SUBGRADE: 2	CLASS CODE: J23-1642
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Administration - Programs	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: Incumbents are responsible for providing professional expertise and advice to County or community managers, directors and officials within a program area of specialization including: planning, developing, administering and implementing program applications; analyzing program data and information; providing solutions and recommendations based on analysis of federal, State and local laws, regulations and codes; and development of operational procedures and processes.

DISTINGUISHING CHARACTERISTICS:

The Program Analyst I classification series is distinguished by responsibility for planning, developing, and administering program service(s) and related processes and procedures; designing, developing, testing and implementing program applications; analyzing legislative action for program impact; and providing recommendations and solutions for program issues to County or community managers, directors and officials. The Program Analyst I classification is distinguished from the Program Analyst II classification by the Program Analyst's I greater focus on legislative analysis and/or service contract negotiation and management and lesser responsibility for management of the department projects and initiatives.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1	Plans, develops, designs, administers and evaluates one or more program services in the area of specialization such as: wage and benefit administration, community education, compliance and enforcement, capital improvement project development, or social service delivery.	C4
2	Analyzes and evaluates service delivery including: establishing service delivery goals, priorities and strategies; researching applicable codes and regulations; compiling and synthesizing information; writing related statistical and/or narrative reports; and ensuring that the service population receives adequate and appropriate levels of service	C4
3	Analyzes new or existing laws, rules and regulations, or socio-economic trends to determine any impact on the program or service delivery. Develops proposals and plans to address emerging issues including: developing systems, protocols, policies and procedures to meet contractual and/or legal requirements; and making recommendations to the appropriate authority to ensure continuing legal compliance and service delivery standards.	C4
4	Develops operational processes and service delivery procedures including: designing, testing and implementing formal educational program applications, on site inspection plans, compliance evaluation criteria or complaint resolution processes.	C4
5	Responds to sensitive inquiries and complaints; investigates the complaint matter; arranges for and coordinates third party involvement in complaint resolution.	C4
6	Provides advice and consultation to various County and community managers, directors, officials and boards including developing and maintaining working relationships with community, regional, State and national contacts; conferring with key officials; providing formal education or training in the technical aspects of the program; and speaking to organizations or groups to raise interest and awareness of the particular program.	C4
7	Researches funding sources; writes proposals, determines needs and administers grants and/or funds raised. Prepares, negotiates and monitors contracts and budgets with local service providers and manages the service delivery system for the assigned area.	C4
8	Performs other duties as required.	

Knowledge of: (position requirements at entry):

Knowledge of:

- Contract management principles and techniques;

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- Rules of grammar, spelling and punctuation used in professional report writing;
- Research, analysis, investigation and evaluation methods and techniques;
- Terminology, laws, rules, codes and regulations governing area of assignment;
- Technical program development methods and techniques;
- Operational methods, principles, issues and service standards of the area of assignment; and
- Customer service techniques and team building concepts.

Skills (position requirements at entry):

Skills in:

- Using a personal computer and related software applications, and operating basic office equipment;
- Coordinating work unit activities and handling multiple tasks;
- Developing and implementing long and short range service delivery plans;
- Preparing and monitoring grants;
- Writing analytical and statistical reports;
- Giving presentations, public speaking, and facilitating meetings;
- Understanding and complying with laws, codes, ordinances, and regulations;
- Researching, gathering and analyzing legislation and legislative impact;
- Establishing and maintaining effective interpersonal relationships with County and other officials at all organizational levels and with the public; and
- Communications, oral, written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (positions requirements at entry):

Bachelor's Degree in a related field plus two years or progressively responsible program experience; or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job. Some lead experience may be required.

Licensing Requirements (position requirements at entry):

Some positions may require specific certifications, depending on nature of assignment.

Some positions may require a criminal history background check.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 1/1/99

Revised 10/10/02

Revised 4/1/03

Revised: 11/22