

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

BAND: C	GRADE: 4	SUBGRADE: 3	CLASS CODE: J23-1643
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Administration - Programs	OVERTIME STATUS: Exempt
JOB SUMMARY: Incumbents are responsible for providing highly specialized professional expertise and advice to County or community managers, directors and officials within a program area including: planning, developing, administering and implementing program applications and activities; 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 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 II classification is distinguished from the Program Analyst I classification by greater responsibility for managing projects that necessitate a stronger program background.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		BAND/ GRADE
1	Plans, develops, designs, administers and evaluates program services in the area of specialization and implements policy directives of the governing authority through project management and coordination of community involvement.		C4
2	Analyzes new or existing laws, rules and regulations, or socio-economic trends to determine any impact on the program goals.		C4
3	Develops proposals and plans to address emerging issues including: developing systems, protocols, policies and procedures to ensure continuing legal compliance.		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	Prepares complex reports and recommendations including gathering, compiling and analyzing complex data such as demographic or regional growth patterns and service delivery methods.		C4
6	Responds to sensitive inquiries and complaints; investigates the complaint matter; arranges for and coordinates third party involvement in complaint resolution.		C4
7	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, technical education or training.		C4
8	Locates community, state and national recourses, funding sources and opportunities; participates in grant development and contract negotiations. Prepares, negotiates and monitors contracts and budgets with local service providers and manages the service delivery system for the assigned area.		C4
9	Promotes advocacy efforts of the program, speaks to organizations or groups to raise interest and awareness in program objectives and coordinates program publicity, services and budgets.		C4
10	Performs other duties as required.		
Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Principles and practices of public sector organization and program operations;• Project management theories and techniques;• Contract management principles and techniques;• Rules of grammar, spelling and punctuation used in professional report writing;			

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- 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:

- Planning, assigning, directing and evaluating the work of project participants;
- Carrying out the policy directives of the governing authority;
- Using a personal computer and related software applications, and operating basic office equipment;
- Coordinating project 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 three 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: 10/01/02

Revised: 11/30/22