

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Program Analyst

DEFINITION

Under general direction, performs a variety of complex financial, technical and support services involving data review, event, grant, and project coordination, department budget maintenance, and other related duties.

DIRECTLY RESPONSIBLE TO

Appropriate department or unit administrator as assigned.

SUPERVISION OVER

None; however, the Program Analyst may direct the work of other staff and/or student assistants assigned to the department.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Grant/Project Coordination

Responsible for coordinating grants and projects; develops system for data collection, reporting criteria and grant records; researches and compiles statistics and data for grants/projects; may assist in writing narratives for grant proposals, monitors grant/project timeline; reviews grant letters; creates, monitors and maintains audit files for program compliance; designs and implements procedures to fulfill grant/project objectives and criteria; may prepare memorandums of understanding for agencies; works with agencies to resolve concerns and issues; prepares Board agenda items; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of project staff/student assistants; assists in monitoring revenue and expenditures for grants/projects; assists in marketing and presentations.

Data Management and Analysis

Creates and maintains databases; enters and retrieves data; analyzes, creates, and presents reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires; monitors recordkeeping procedures for accuracy, and compiles data; reviews and prepares program reports and data; documents the survey/data review process and product.

Event Coordination

Coordinates and organizes events, conferences, workshops, and meetings; makes arrangements for presenters, location, travel, equipment, lodging, and food service; identifies target audience and sends out appropriate advertisements; maintains communication with speakers, vendors, and participants; orders, prepares, and assembles event handouts and related supplies and materials; organizes and supervises registration and event set-up; coordinates event timelines; assists in the review and compilation of workshop evaluations; performs follow-up activities.

Budget/Financial Management

Assists in the development and maintenance of department budgets; monitors expenditures and income to assure availability of funds; creates invoices, collects funds and prepares deposits; makes projections regarding expenditure patterns; reviews and prepares financial reports; assists in the preparation of grant proposals by performing support functions including costing out salaries, benefits, and other operational expenses; prepares and processes purchase requisitions and on-line supply orders; assists in resolving financial discrepancies between funding agencies and Sacramento County Office of Education; completes required financial forms and other accounting documents; approves invoices and contracts for payment; initiates inter-program contracts, budget transfers and revisions.

Document Preparation

Designs and creates forms, brochures, charts, manuals, flyers, newsletters, marketing materials, multi-media presentations and directories; proofreads and edits documents; coordinates printing; prepares mailings; develops and prepares letters, memos, and program reports.

Customer Service/Communication

Researches and responds to inquiries and makes referrals to appropriate resources; acts as liaison for department; researches and provides client information in written or verbal form; receives, processes and tracks customer orders; provides support and training for customers needing assistance in navigating program Web site; prepares correspondence for the department; interprets and applies County Office policies, rules, regulations and procedures.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training and/or experience equivalent to the completion of two years of college including coursework and training in technical writing, basic statistics, accounting, and computer usage; progressive experience working in a public agency or educational office environment. .

Knowledge of:

Principles of data review and reporting; standard office procedures and practices related to recordkeeping; English grammar, punctuation, and spelling; proofreading; standard software applications including Microsoft Office 2007 and Adobe Creative Suite; data management systems such as FileMaker Pro; accounting and budget principles; research methods; effective telephone techniques.

Skill and Ability to:

Prepare clear and concise written communications and make oral presentations; conduct complex data and budget review; communicate effectively with diverse groups; operate standard office equipment; compute basic statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; create flyers and other promotional and training materials; adapt to changing technology; work independently; organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain and apply laws, rules, regulations, policies and procedures relating to department business; establish and maintain cooperative working relationships.

Revisions approved by Personnel Commission 1/13/09

Revisions approved by Personnel Commission 3/8/05

Approved by Personnel Commission 8/12/98

Former Title: Staff Analyst