

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 09/14/2023

Closing Date: 09/21/2023

**TITLE:** Program Analyst

**SALARY:** \$37,900 - \$43,819

Hours: 40 X 35 \_\_\_

**DEPARTMENT:** Human Services

Union \_\_\_ Mgmt X

**LOCATION:** Northfield

NJCSC Test Required: Yes X No \_\_\_

Grant Funded: Yes X No \_\_\_

**Note: This position requires a valid New Jersey driver's license.**

### **DEFINITION**

Under direction, gathers information to analyze and evaluate the effectiveness of current or projected operating programs; prepares reports; recommends program changes; does other related work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not meet the above educational requirement may substitute additional work experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

#### **EXPERIENCE:**

One (1) year of experience in the review, analysis and evaluation of operating programs in an agency or organization.

**NOTE:** This title is intended to classify positions responsible for the evaluation of operating programs, not computer programs. Experience in the analysis of computer programs cannot be considered toward meeting the experience requirement.

#### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **EXAMPLES OF WORK:**

Gathers and analyzes data on program operations.

Conducts site visits.

Reviews program expenditures.

Conducts studies and evaluates results.

Identifies actual or potential problem areas, trends, program accomplishments, or other significant factors.

Reviews operational programs and activities to evaluate their effectiveness.

Recommends changes in program objectives, operations and use of resources.

Prepares reports.

Establishes and maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the methods used to gather and analyze data.

Knowledge of the methods used to conduct research, analyses and evaluations.

Knowledge of the factors to be considered in the review and evaluation of operational programs.

Ability to collect and analyze data.

Ability to conduct studies and evaluate results.

Ability to review and evaluate operational programs and activities.

Ability to identify actual and potential problems areas, and recommend changes.

Ability to prepare reports.

Ability to establish records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401**

**- We are an Equal Opportunity Employer -**