

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**RESOURCE PROGRAM ANALYST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments involving the evaluation, assessment, planning, development and implementation of human services programs.

There are four classifications in this job.

**Position Code Title - Resource Prog Analyst-E**

Resource Program Analyst 9

This is the entry level. As a trainee, the employee carries out a range of professional resource program analyst assignments while learning the methods of the work.

Resource Program Analyst 10

This is the intermediate level. The employee performs an expanding range of professional resource program analyst assignments in a developing capacity.

Resource Program Analyst P11

This is the experienced level. The employee performs a full range of professional resource program analyst assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Resource Prog Analyst-A**

Resource Program Analyst 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides direct technical assistance and consultation to field offices or local governments in the improvement of existing, or development of new human services programs.

Analyzes on-going human services program operations and recommends alternative strategies to improve programs.

Provides social work information and guidance to services staff and agency officials concerning client cases, training, staff development needs and program planning and development.

Designs and implements surveys and other methods of program review and evaluation.

Contacts community groups and individuals to encourage their participation in the development of human services programs or provide assistance.

Advises services staff, agency officials and others concerning the identification and resolution of community problems involved in the various services programs.

Proposes, develops and prepares policy materials, operations manuals and supporting instructions in a human services program area.

Evaluates the social, economic, political, operational and organizational implications of existing and proposed human services programs, policies and laws.

May serve as a Volunteer Services Coordinator in a local Family Independence Agency office: assesses and determines local services needs appropriately performed by volunteers, and recruits, selects, trains and oversees volunteer staff; and promotes volunteerism in the community to obtain materials and services to benefit clients.

Conducts workshops, gives speeches and makes promotional contacts with newspapers and radio and television stations regarding human services programs.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **Additional Job Duties**

#### **Resource Program Analyst 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Resource Program Analyst 12 (Senior Worker)**

Performs on a regular basis professional resource program analyst assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the social and behavioral sciences, including human development.

Knowledge of social welfare practices and trends

Knowledge of the activities and scope of public and private health and welfare agencies.

Knowledge of the principles and methods of research and analysis, including statistics and cost-benefit, systems and operational analyses.

Knowledge of the initiation, development, accomplishment and evaluation of human services programs.

Knowledge of the legislative process and governmental organization and structure.

Knowledge of community organization and structure.

Knowledge of the preparation and use of the various types of informational media, including newspaper, television and radio publicity programs.

Ability to analyze and evaluate programs, policies and laws.

Ability to organize, evaluate and present information effectively.

Ability to formulate plans, procedures and controls in a program or service area.

Ability to establish and maintain good working relationships with public officials, community groups and individuals.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

### **Additional Knowledge, Skills, and Abilities**

#### **Resource Program Analyst 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in behavioral science, biology, child, family and human relations, clinical psychology, community or consumer services, criminal justice, family and consumer resources, guidance and counseling, health science or science, home economics, human or family ecology, human development or services, human resources development (human services), organizational behavioral science, public health, psychology, rehabilitation counseling or administration, social science, social services, social work or sociology.

### **Experience**

#### **Resource Program Analyst 9**

No specific amount or type is required.

#### **Resource Program Analyst 10**

One year of professional experience in evaluating, planning and developing human services programs equivalent to a Resource Program Analyst in state service.

#### **Resource Program Analyst P11**

Two years of professional experience in evaluating, planning and developing human services programs equivalent to a Resource Program Analyst in state service, including one year equivalent to Resource Program Analyst 10.

#### **Resource Program Analyst 12**

Three years of professional experience in evaluating, planning and developing human services programs, including one year of experience equivalent to a Resource Program Analyst 11.

### **Special Requirements, Licenses, and Certifications**

*None*

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION****Job Code**

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**Job Code Description**

RESOURCE PROGRAM ANALYST

**Position Title**

Resource Prog Analyst-E

Resource Prog Analyst-A

Resource Prog Analyst-E

Resource Prog Analyst-A

**Position Code**

RESPALTE

RESPALTA

RESPALTE

RESPALTA

**Pay Schedule**

NERE-174

NERE-180

W22-011

W22-044

PK

01/22/2023