



JOB DESCRIPTION

Research and Evaluation Manager

(Exempt)

Reports To: Assistant Director - Research & Evaluation

Salary Range: Level 43
\$73,139 - - \$93,252 - - \$113,365

Job Summary:

This position is responsible for developing and implementing the CSC's research, analysis and evaluation projects. Specifically, this position will work on program and outcome evaluations, identification of best practices, benchmarking, community indicator research, needs assessments and strategic planning, and survey development and analysis. This position will work collaboratively with other CSC staff, as well as all relevant external organizations and agencies.

Major Duties and Responsibilities:

Conduct background literature searches to identify best practices, benchmarks, outcome measures and model programs. Collaborate with other CSC staff as appropriate to write Request for Proposal (RFP) documents.

Design and develop program outcome measures and evaluations based on prior program performance and identified best practices. Analyze impact on community indicators and identify systemic barriers.

Statistically analyze the outcome performance of funded programs and community and participant data relevant to the service delivery impact and larger system of care.

Design, validate, administer, and analyze internal and external surveys.

Collect and analyze qualitative data such as semi-structured interviews, focus groups, and written open-ended surveys.

Prepare written reports presenting findings and results of analyzed data both visually and in narrative form for internal and external stakeholders.

Determine and implement procedures to increase and maintain data integrity. Conduct training, technical assistance, and program monitoring on site.

Conduct pilot tests on outcome measures.

Support strategic planning processes internally and externally. Identify internal processes and ways to improve them.

Determine the availability of children's services and the prevalence of problems so that gaps can be identified.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree in Social Sciences, Education, Business or Public Administration and five (5) years or more of relevant experience in evaluation and research, preferably in human services, OR Associate's degree in Social Sciences, Education, Business or Public Administration and seven (7) years or more relevant experience in evaluation and research, preferably in human services. Master's degree preferred.

Knowledgeable in research design as well as descriptive and inferential statistical analysis methods.

Ability to communicate effectively, both orally and in writing.

Knowledge of current computing technologies and software applications (e.g., SPSS, NVIVO, Tableau, Excel) appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.