

## SENIOR PLANNING AND RESEARCH ANALYST - YOUTH BUREAU

GENERAL STATEMENT OF DUTIES: Secures and provides the Youth Bureau staff, officials and the public with the factual and evaluative material and advice needed for the effective direction of service programs for youths; develops and implements training programs designed to improve the skills of the personnel in the broader youth services system throughout the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Director Youth Bureau, an incumbent of this class is responsible for performing various activities concerned with the planning of research studies; the collection of data; the analysis, evaluation, interpretation and reporting of current and/or proposed operating programs as well as policies and legislation related to Youth Programs for the purpose of evaluating actual and potential effectiveness in achieving objectives; and for providing advice and consultation to management and administrative personnel. Responsibility extends to the skills and experience necessary to develop a broad based series of training experiences for professional, paraprofessional and volunteer workers in the youth services programs throughout the County. Supervision is exercised over a small number of professional and clerical support staff and consultative supervision is exercised over program personnel in sub-contracting agencies.

### EXAMPLES OF WORK: (Illustrative Only)

Formulates, schedules and assigns research study projects concerning the youth population and its distribution, involvement in juvenile delinquency, the juvenile and criminal justice system, housing, industry, employment, schools, recreation, etc. which provide basic data for long range comprehensive planning for the development of the Westchester Comprehensive Youth Services Plan, and the solution of municipal planning problems;

Determines the kind of information required for a research project, and the data sources and collection methods to be used;

Develops and issues definitions and instructions for data collection to be used by program staff;

Selects the appropriate methods to follow in validating, analyzing and evaluating data considering the character and sources of data and the statistical tools to be used;

Collects data using available statistics on youths, records, on-site investigations, discussions with program operating personnel, and other material and sources;

Conducts evaluative analysis of a variety of program areas including policy, procedure, objectives, cost effectiveness, staff utilization, etc.;

Identifies actual or potential problem areas for youths, trends, program accomplishments and related factors;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Through interview, survey and data analysis, identifies needed areas for training of personnel in the youth services field in the County;

Develops training packages for use in developing the skills of people employed in the youth services field;

Presents results of studies or investigations to management and operating officials, covering conclusions and recommendations for youth services based on the analyses and evaluations made;

Implements skills development training for personnel in the youth services field;

Coordinates with EDP personnel the automation of data collection and processing;

Prepares or supplies necessary information for mandated reports or other requests for information on youths;

Supervises the maintenance of the Youth Bureau's library of statistical, research and resource materials; selects the materials to be acquired;

Develops tools to analyze the effectiveness of training provided.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Through knowledge of the principles and techniques of conducting research in the area of youth services utilizing statistical and costing methods; thorough knowledge of the established training techniques currently applied to personnel in the youth services field; thorough knowledge of group facilitation skills and counseling skills, particularly with youth; thorough knowledge of supervision and program administrative skills; good knowledge of the principles of public administration; good knowledge of data collection techniques; good knowledge of the principles and techniques of effective supervision; familiarity with modern electronic data processing techniques and the capability of data processing equipment; ability to design effective questionnaires, reporting procedures, and statistical tables; ability to convey specific factual and analytical information in both oral and written reports; ability to organize and analyze data; ability to establish and maintain effective working relations with lay and professional associates; ability to plan and carry out program studies; initiative; creativity; resourcefulness; good judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either (a) four years experience in the field of planning research or social research, two of which must have been in the field of youth services; or (b) a Master's Degree\* may be substituted for one year of the above stated experience; or (c) any satisfactory equivalent combination of the foregoing training and experience.