

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ALCOHOL/DRUG PROGRAM ANALYST
DEPARTMENT:	PUBLIC HEALTH
REPORTS TO:	ALCOHOL/DRUG PROGRAM MANAGER

CLASS CODE: 4032
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Responsible for a wide variety of programs and grant related services for the division. Researches funding opportunities, coordinates new grant development and submission, and monitors grants and reports to funding agencies. Works with community-based agencies to assist them in identifying and applying for grant resources. Assists administrator in review of programs and services. Attends a variety of committee meetings as they relate to goals and objectives of Public Health and Alcohol and Other Drug Programs.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Monitors/coordinates administration of Rural Health, Developmental Disabilities and Narcotic Treatment Programs.

Represents the agency at committee meetings and other various functions to establish goodwill and resolve/respond to issues.

Collects, analyzes, recommends and reports on data concerning grant administration and budget preparation.

Coordinates new grant submissions; prepares or assists in the preparation of contracts, contract documents, resolutions, personnel actions and other program reports as required.

Develops program reports for funding agencies and internal reports to ensure quality and compliance with local, state and federal regulations.

Develops MOU's for programs.

Types letters, memos, charts, reports, or other correspondence on a word processor or typewriter; prepares flyers, brochures, forms, newsletters, organization charts, etc., as needed.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested including researching and preparing reports and projects, and presenting technical data to management and others.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, laws, rules and regulations.

Program planning and development.

Principles of accounting.

Principles and practices of grant preparation.

Community resources.

All computer applications and hardware related to performance of the essential functions of the job.

Advance statistical analysis, data collection techniques, and process and outcome evaluation techniques.

Principles, methods, and techniques related to health planning and program development.

Administrative principles and practices, including goal setting and implementation.

Skill in:

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Using tact, discretion, initiative and independent judgement within established guidelines.

Mental and Physical Abilities:

Ability to analyze and evaluate operations and program activities.

Ability to establish and maintain effective working relationships with staff, public officials, advisory groups, and the general public.

Ability to identify problem situations, gather and analyze relevant data, establish priorities of action based upon such analysis, and take appropriate steps to incorporate such priorities.

Ability to prepare clear and concise written reports and to document systems and methods.

While performing the duties of this position, the employee is required to regularly speak and listen.

While performing the duties of this position, the employee is frequently required to stand, walk, and use fingers and hands, handle and/or feel objects, tools and/or controls.

While performing the duties of this position, the employee is often required to sit and reach with hands and arms.

Working Conditions:

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions. When employee is in transport or being transported to presentation or meeting locations, employee will be exposed to outside weather conditions and may experience higher than normal noise levels.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.