

Alaska Mental Health Trust Authority

Class Specifications

Class Title: Evaluation & Planning Officer
Class Range: 22
Exempt

Definition:

This position is under the general direction of the Chief Operating Officer (COO) of the Alaska Mental Health Trust Authority (the Trust).

The Evaluation & Planning Officer works closely with the Trust's Senior Evaluation & Planning Officer, in partnership with State of Alaska Department of Health & Social Services (DHSS), to review and analyze the effectiveness of the state's statutorily-required integrated comprehensive mental health state program plan (the Plan) as directed by AS 47.30.660(a)(1). This includes identifying areas of need or enhancement, effectiveness, and providing any recommendations for change. The position will assist in complying with state statutory mandates to gather and analyze data to report the status and needs of Trust beneficiaries.

Leadership role within the Trust

- Works with and supports the Senior Evaluation & Planning Officer in the Trust's partnership with DHSS to develop, implement, monitor, and update the Plan.
- Assists the COO and Senior Evaluation & Planning Officer in portraying the data analysis, research, planning, and continuous monitoring of the Plan.
- Provides research and data development, collection and analysis to support program staff on Trust beneficiary related policies, initiatives and topics, as well as other data driven decisions and policy making.
- As directed by the COO the position may conduct research, data collection, and analysis in response to legislative requests and preparation for legislative committee hearings.
- Supports the COO in staffing of the board of trustees' Program and Planning Committee

Examples of Duties Related to other Programmatic Areas

- Leads and facilitates Trust data development and related data initiatives such as the Alaska Scorecard, Healthy Alaskans 2020/2030, and Alaska's Indicator-Based Information System (AK-IBIS).
- Works independently on projects, providing analysis on issues and activities in order to make recommendations for program design and function.
- Assists planning and program personnel of other departments in the State of Alaska and local governmental officials with research, data collection and analysis for Trust beneficiary related issues.
- Reviews external plans to determine how they might be related to or incorporated into the Plan and recommends appropriate courses of action.
- Prepares technical reports and public informational materials for other professional planners, government officials, and the public.
- Formulates cooperative agreements or partnerships with other government and private agencies in the development of research or data analysis.
- Serves on various boards or committees as representative of the Trust, as directed.
- Represents the Trust in meetings with state officials, other governmental agencies, and the public to discuss program activities and problems and aid in their solution, as directed.
- Coordinates programs and consultant activities; provides liaison between consultants and state, federal, and local agencies or departments for requests for information, assistance, or permission to use materials related to the Plan and other assigned efforts.

Knowledge of:

- Research methods, procedures, techniques and terminology used in complex aspects of research projects, of sources of appropriate information, of statistical principles and methods.
- Various computerized programs and processes used in managing and analyzing planning data.

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- Health, social and economic issues affecting development and implementation of program and planning in state, regional and local settings.
- Implementation and planning cycles of state and federal government agencies.
- Current state and federal legislation, legislative process, and programs affecting planning efforts in Alaska.
- Planning principles, techniques, current trends, laws, policies and programs concerning health or social service delivery.
- Principles of public administration, governmental budgeting, accounting and public finance, and procurement.
- Federal, state, and local health services' program relationships, financing and coordination requirements.
- Project management, including program development, contract administration, and grant administration.

Skills and abilities:

- Conducting policy, statutory and regulatory research and analysis within and across state departments and divisions.
- Conducting or overseeing comprehensive studies, evaluating results, and preparing state plans, reports and recommendations.
- Preparing, presenting, securing acceptance of and implementing complex health and human services care delivery systems requiring projections of costs, types and quantities of services to be delivered and quality of standards to be met, within the constraints of federal or state legal and regulatory requirements.
- Developing criteria and evaluating services for effectiveness and efficiency.
- Directing the efforts of planners, contractors, and data processing analysts in order to effectively manage research projects, planning exercises and management information systems.
- Analyzing complex systems, issues, policies and situations and proposing viable solutions and courses of action.
- Recognizing and understanding public sector influences.
- Negotiating agreements with a variety of governmental, consumer, professional and voluntary groups.
- Effective oral and written communication skills.

Desired Qualifications

A master's degree from an accredited college in public health, public administration, social work planning, health planning, social sciences, public health administration or a closely related field, **and** three years of professional data collection and analysis, planning experience, in public health, human service, transportation, housing, or economic security programs.

Or

A bachelor's degree in a closely related field, **and** five years of professional experience in data collection and analysis, planning, coordination, management, and evaluation of services or programs; with at least **one** year of responsibility at the lead/advanced level for coordination and development of a comprehensive planning effort involving diverse stakeholders.