

# CITY OF CHATTANOOGA

## Classification Specification Title: Program Evaluator

**Department: IDP**

**Pay Grade: GS.10**

**Supervision Received From: Director Open Data &**

**FLSA Status: Exempt**

**Perf Management**

**Established: 7/15/22**

**Supervisory Responsibility For: None**

**Revision Dates: 4/3/25;**

**10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification will improve citizen-focused service delivery within the city through evaluation of City funded programs, convening collectives to measure impact, and coaching of City funded programs on evaluative techniques. Incumbents will serve as a key partner connecting City strategic goals, funded programs, and departments. Responsible for analyzing data and performance results to develop insights and formulate recommendations. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** Program Evaluator is a stand alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Develops evaluation plans, evaluation reports, and fact sheets for dissemination to key stakeholders.

Prepares periodic and ad-hoc reports regarding program activities.

Provides technical assistance to programs in development of evaluation-related documents, including logic models and data collection tools, and of standard operating procedures related to program implementation.

Provides effective technical assistance and consultation to the program, related to data collection and reporting protocols, development of performance measures specific to each program and the development of program evaluation designs that lead to learning and improvements.

Provides analytical support on all program activities including data analysis and program evaluation impacting achievement of overall programmatic goals and objectives.

Fosters learning communities within specific program areas that overlap in order to multiply the impact and pace of innovation.

Demonstrates the ability to present complex information related to data, performance and evaluation to diverse audiences and stakeholders.

Develops and recommends operational strategies based on results of program evaluations

Compiles data and statistics using quantitative and qualitative methodology.

Employs principles and applications of mathematics and statistics, which may require knowledge of research methodology and techniques.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with major course work in business management, computer science, public administration, finance, information systems, mathematics, sociology, psychology, non-profit studies, statistics, or any related fields; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Ability to research and provide formal analyses and recommendations. Ability to lead and to coordinate the collective efforts of diverse groups of stakeholders. Ability to analyze data to evaluate effectiveness and make recommendations based upon insights. Ability to understand both qualitative and quantitative aspects of data and performance measurement. Works collaboratively and maintains positive relationships. Demonstrated capacity for innovation, self-motivation, self-learning and goal achievement. Strong critical and creative thinking skills to assess and resolve problems or issues by gathering, and assessing information and using independent, professional judgment. Skilled in working with a variety of internal and external stakeholders. Skill in effective written and oral communications that articulate complex information and issues clearly and simply. Skilled in gaining insight from quantitative and qualitative data. Skill in using a computer and related software applications.

PHYSICAL DEMANDS: Positions in this class typically require: standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs

are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.