

**Professional Associate – Scientific**  
**Human Services Planner/Evaluator II Fellow**  
**Division of Public Health**

This is entry-level professional work providing a full range of services to state agencies in a variety of disciplines. Positions in this class are assigned less complex projects or problems, or are assigned segments of an overall larger and more complex project. Work assignments are characterized by defined objectives and specific guidelines but require an overall understanding of project design and purpose. The Professional Associate classification is intended as a resource to attract entry-level talent in various fields to the State.

**Project Description**

This position will work to develop reports and infographics for the local health department – maternal health services data. The position will also develop a data survey to be utilized by individuals living with sickle cell disease and will conduct analysis of where people are receiving family planning services in the state. This position will also serve on the Data and Evaluation Workgroup for the Perinatal Health Equity Collective.

**Knowledge, Skills, and Abilities**

Planner

- Considerable knowledge of human services administration and community planning concepts, and of human service programs and supportive services in the functional areas to which assigned
- Ability to provide guidance to state and local management in planning new or improved programs, and to communicate effectively with professional and administrative personnel

Evaluator

- Working knowledge of computer-assisted statistical programs
- Knowledge of the methods and techniques of social research and evaluation processes, of the programs under study, and ability to apply statistics concepts for evaluation of programs
- Ability to design or direct the design of data gathering instruments/tools and to assess the validity of the information obtained from these instruments; to analyze data, draw conclusions/inferences from the analysis pertaining to the value/potential of the program and to make recommendations to management concerning the direction/impact of the program on the target audience/clients
- Ability to make presentations both oral and written on the analysis of the project/study

## **Minimum Education**

### Planner

Bachelor's degree or higher in public or human service administration or a human services programmatic field, from an appropriately accredited institution

### Evaluator

Bachelor's degree or higher in the field of psychology, sociology, or social work from an appropriately accredited institution,