

## **Alaska Mental Health Trust Authority Class Specifications**

**Class Title:** Evaluation & Planning Officer  
**Reports to:** Chief Operating Officer  
**Class Range:** 22  
**Last update:** October 25, 2023

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 the State of Alaska Department of Health (DOH) and the Department of Family and Community Services (DFCS), 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. Additionally, the position will assist in complying with state statutory mandates to gather and analyze data to report the status and needs of Trust beneficiaries and assist in the facilitation and evaluation of the Trust's grantmaking and performance.

### **Key Accountabilities**

- Works with DOH and DFCS to develop, implement, monitor, and update the Plan.
- Assists with portraying the data analysis, research, planning, and continuous monitoring of the Plan.
- Provides research and data development, collection and analysis to support program planning on Trust beneficiary-related policies, initiatives and topics, as well as other data-driven decisions.
- Facilitates Trust data development initiatives such as the Alaska Scorecard, and Healthy Alaskans 2030. Assists planning and program personnel of 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 recommend appropriate courses of action.
- 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.
- Conduct research, data collection, and analysis in response to legislative requests and preparation for legislative committee hearings as requested.
- Prepares technical reports and public informational materials.
- Formulates cooperative agreements or partnerships with government and private agencies in the development of research or data analysis.
- Participates and facilitates grant-making activities as assigned.

- Serves on relevant workgroups or committees as a representative of the Trust, as directed.

**Knowledge, Skills and Abilities:**

- 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 (i.e. Excel-pivot tables etc.)
- Health, social, and economic issues affecting the development and implementation of programs and planning in state, regional, and local settings.
- Implementation and planning cycles of state and federal government agencies.
- State and federal legislation, legislative process, and programs affecting planning efforts in Alaska.
- Planning principles, techniques, trends, policies, and programs concerning health or social service delivery.
- Project management, including program development, contract administration, and grant administration.
- Process or quality improvement process management.
- 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 Trust grantmaking for effectiveness and efficiency.
- Directing the efforts of planners, contractors, and data g analysts to effectively manage research projects, planning exercises and management information systems.
- Analyzing complex systems and policies 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.

**Minimum Qualifications**

A bachelor's degree in in public health, public administration, social work planning, health planning, social sciences, public health administration or 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.