

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the Division of Health and Family Services with multi-faceted responsibilities in the area of contracted services, including monitoring and evaluation. Incumbent compiles and analyzes information to be used in the monitoring and evaluation of programs. The incumbent works closely with Divisional and individual department administrators and program staff to assure contract compliance and program efficacy. This position differs from that of Contract Compliance Coordinator in the level of responsibility; this position does not develop contracts but is responsible for monitoring. Work is performed under direct supervision of the Department Head or his/her designee, with leeway allowed for independent judgment in the details of the work.

TYPICAL WORK ACTIVITIES:

Performs on-site monitoring and evaluation of contracted programs within the Division of Health and Family Services;

Provides consultation and technical support to participating contracted programs;

Collects and compiles available statistical data from various resource agencies;

Prepares reports and charts as requested;

Makes presentations regarding contracted programs and services available in the County;

May attend conferences, workshops and meetings;

Assists contracted agencies in filing applications, reports and other documents in the required time frame;

Assists in the maintenance of manual and electronic information management systems in support of contract compliance functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, problems, needs and interests of those requiring human services; good knowledge of community resources and facilities available in the County; Good knowledge of the principles and practices involved in monitoring and evaluating programs and recommending modifications to programs and services; ability to establish and maintain effective working relationships with public and private officials and agencies; ability to communicate effectively, both orally and in writing; ability to prepare a variety of technical material; ability to work independently; sensitivity to the concerns and problems of non-profit agencies; tact; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and one (1) year of experience administering human services programs or contracts monitoring and evaluation; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates' degree and three (3) years of experience administering human services programs or contracts monitoring and evaluation; or
- (C) Five years of experience as described in (A) above;
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

*Special Note: College courses, in Human Services, Business Administration, or a similar field, can be substituted for experience on a year for year basis.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 8/15/01  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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