**Class Summary**

The responsibilities of this classification include managing performance measurement, evaluation, and data asset projects across multiple divisions or the department and participating in the business planning and review processes. In addition, incumbents manage work through subordinate managers and individual contributors to ensure project tasks are completed on schedule and provide guidance and direction on complex and sensitive issues and evaluation projects.

**Distinguishing Characteristics**

This classification is the second level within a three-level classification series. This classification is distinguished from the Data and Evaluation Principal Manager classification in that the Data and Evaluation Principal Manager is responsible for the overall mission and goals of the performance measurement, evaluation, and data asset projects in support of the department’s strategic plan.

This classification is distinguished from the Special Projects Manager series in that the Special Projects Manager is responsible for managing a large-scale project with clear begin/end dates and a defined scope requiring multiple agency integration, implementation, and resources from initiation through final acceptance by the customer.

**Examples of Duties**

*In addition to the duties of the Data and Evaluation Manager classification, the Data and Evaluation Senior Manager will:*

1. Oversee and direct the development and implementation of performance measurement, evaluation, and data asset activities across one or more divisions; ensure work is delivered on time and by established goals and objectives.
2. Oversee the interpretation of data to identify and prioritize key issues and consult with internal and external partners to guide policymaking and develop effective prevention and intervention programs.
3. Develop evaluation and data-focused agreements with customers, vendors, and consultants and coordinate implementation of such agreements with other divisions and departments.
4. Provide guidance and direction to subordinate managers and support staff concerning the most complex and sensitive personnel issues.
5. Oversee the prioritization of team performance measurement, evaluation, and data asset activities according to business needs, values, and goals.
6. Identify, develop, evolve, and coordinate cross-division and cross-unit data evaluation strategies and approaches.
7. Design product releases to shape public perception of the division and department and to increase awareness of its work and goals.
8. Participate as a core unit leadership team member and ensure consistency of activities with the unit and department mission and goals; develop annual objectives, work priorities, and work plans.
9. Develop new procedures and processes to document work, cross-train staff, and streamline and improve workflows.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of applied research methods and techniques

Knowledge of survey instruments, data collection, and computerized database systems

Knowledge of human resources management techniques and principles

Knowledge of supervisory and management practices and principles

Advanced knowledge of project management techniques and principles

Knowledge of study design and analytical procedures

Strong oral and written communication skills

Advanced analytical, research, and interpretative skills

Skill in the development and implementation of assignments with multiple dimensions

Skill in managing multiple ongoing projects in an environment of changing priorities and time constraints

Skill in translating information clearly and concisely for non-technical audiences

Skill in following research protocols without compromising the confidentiality of information

Skill collaborating with researchers and developing and executing multi-method research projects

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Executive) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Data and Evaluation Manager, Data and Evaluation Senior Manager, Data and Evaluation Principal Manager |
| **Class History** | 08/2023 - Created |