

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: Program Analyst

BOT Date: 10/01/96

Level: H

FLSA Status: Exempt

Class Code: E0805

Adm. Rev: 05/14/04

### GENERAL DESCRIPTION

Provides assistance and support to assigned program(s) to coordinate program operations and to promote the activities of assigned programs(s).

### KEY RESPONSIBILITIES

### % OF TIME

- |      | KEY RESPONSIBILITIES  | % OF TIME |
|------|---|-----------|
| 1. * | Provides direction and assistance in a variety of aspects to the assigned program.                                  | 25%       |
| 2. * | Produces documented reports regarding the assigned program on a pre-determined schedule.                            | 20%       |
| 3. * | Conducts research and retains documentation (electronic or paper) of same.  | 15%       |
| 4. * | Assists students and other college employees in the related area. May occasionally serve as an advisor to students. | 15%       |
| 5. * | Produces bulletins, invitations, notices and brochures on an as-needed basis.                                       | 15%       |
| 6.   | Types, files, and maintains lists for assigned program.   | 10%       |
| 7.   | Performs other similar and related duties as assigned.  |           |

\* Indicates an "essential" job function.

Class Title: Program Analyst	Class Code: E0805	Level: H
<b>KEY JOB REQUIREMENTS</b>		
Education:	Bachelor's Degree	
Experience:	2 to 3 years	
Planning:	Four to Twelve Months: Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and or revenues. Scope of planning is section or large group. Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
Impact of Actions:	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
Impact of Decisions:	There is moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.	
Complexity:	Work is complex and varied and requires the selection and application of technical and detailed guidelines.	
Decision Making:	Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.	
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
Communications with Others:	Requires regular contacts to carry out programs and to explain specialized matter or occasional contacts with officials at higher levels on matters requiring cooperation, explanation. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
Supervision of Others:	Provides limited supervision for one or more functions within a department. Nature of work supervised is technically oriented or complex; requires working knowledge of unit or departmental activities.	
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
Innovation/ Creativity:	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
Working Conditions/ Physical Effort:	Office, library, computer room; Intermittently sitting, standing, stooping; Frequent lifting of 25 lbs. or more.	