



Job Description

Job Title:	Program Analyst	FLSA Status:	Exempt
Department:	Workforce Program Development	Reports to:	Sr. Director
Effective:	September 2024		

PURPOSE

The Program Analyst serves as a programmatic expert conducting program and performance research, evaluating existing and proposed programs, policies, and CareerSource Florida initiatives. This role provides analytical recommendations of areas of strategic guidance for the State Workforce Board and the CareerSource Florida (CSF) network. The Program Analyst demonstrates a high degree of proficiency in conducting programmatic evaluations and analyses, possesses strong writing and speaking skills, and develops a substantive knowledge of Florida's workforce system and the laws and rules that govern it.

The Program Analyst also participates in the definition and development of CSF strategic programs and policies and reporting procedures, including the governance of programmatic or policy development and performance processes. The position functions as a subject matter expert in global, national, and state programs proven to be models of exemplary workforce program training, talent development, and retention.

DUTIES AND RESPONSIBILITIES

- Researches workforce programs and best practices of importance to the State Workforce Board and CSF network.
 - Conducts research, analyses, and develops strong programmatic designs assessing impact on strategic and administrative policies.
 - Works with CSF leadership to define program objectives and/or desired policy outcomes.
 - Conducts consultative approaches to program and policy development, identifying appropriate objectives, projected outcomes, and implementation considerations as required.
 - Provides administrative support in the execution and management of programs and policies as required.
 - Develops a plan to measure and evaluate program effectiveness to ensure that desired outcomes are achieved.
 - Analyzes data collected to provide guidance or potential corrective action.
 - Serves as a subject matter expert on the laws and rules that govern the State Workforce Board and the CSF network.
 - Initiates program design and development and provides recommendations for successful performance outcomes.
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- Develops, identifies, and maintains an electronic document repository for CSF programs / initiatives assigned to the Workforce Program Development Unit. Ensures that document revision control is maintained and that all documents are electronically accessible.
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QUALIFICATIONS AND WORK EXPERIENCE

- Five years of professional experience in research, analysis, program planning, and evaluation.
- Proficient written and verbal communication skills along with a proven ability to develop and maintain working relationships with internal and external stakeholders.
- Proficient project management skills including project planning, initiating, executing, controlling, and closing.
- Competent with document management systems and Microsoft Office products, including Outlook, Word, Excel, PowerPoint, and Smartsheet.
- Ability to travel as required.

PREFERENCE(S)

- Project Management Professional Certification preferred.

EDUCATION OR CERTIFICATIONS

- Bachelor's Degree in a related field or an equivalent combination of credentials, training, and experience.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing and bending.
- Must be able to lift up to 10 pounds at times.

SALARY RANGE \$65,010 - \$82,204 - \$99,293

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

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