**Class Summary**

The responsibilities of this classification include performing professional evaluation work by analyzing, interpreting, and presenting performance measurement data and designing evaluation research projects. In addition, incumbents are independently responsible for planning and conducting original evaluation studies or research projects using qualitative and quantitative methods, setting performance measurements, or research policy and priorities for a program or content area.

**Distinguishing Characteristics**

This classification is the second level within a three-level classification series. This classification is distinguished from the Evaluator-Senior classification in that the Evaluator-Senior oversees and coordinates cross-cutting performance measurement and evaluation activities that involve multiple staff within the business unit, including developing program and initiative evaluations, theories of change, and performance indicator reports; incumbents lead highly complex, politically sensitive projects and/or staff.

This classification is distinguished from the Epidemiologist classification in that the Epidemiologist is responsible for initiating, conducting, and coordinating the epidemiological investigation of diseases. This classification is distinguished from the Disease Research and Data Specialist in that the Disease Research and Data Specialist performs disease surveillance activities and collects data to identify and monitor diseases in King County.

**Examples of Duties**

*In addition to the duties of the Evaluator-Associate classification, the Evaluator will:*

1. Design and implement evaluation or research projects using quantitative and qualitative methodologies or techniques; support the development and implementation of large-scale evaluation projects.
2. Develop and implement performance measurement plans.
3. Analyze and interpret quantitative and qualitative data.
4. Design and implement data collection plans, including surveys, individual level and aggregate reporting, ethnographic interviews, focus groups, key informant interviews, community group interviews, audiotape or videotape recordings, and other qualitative or quantitative methods.
5. Conduct feasibility studies to anticipate the future needs of a division or program.
6. Prepare dashboards and other performance reports and publications supporting evaluation, monitoring, policy development, and continuous quality improvement activities.
7. Collaborate with management in the development of data-based decision-making processes.
8. Perform research supporting Request for Proposals (RFP) development; participate in evaluation panels for RFPs.
9. Train and support program staff and implementing agencies on performance measurement, data collection, reporting, continuous quality improvement, and other evaluation-related activities.
10. Consult with senior evaluators, program managers, providers, and division leadership in evaluation, data analysis, planning for future service needs, and developing interventions based on research findings.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of social and human service business processes and use of performance management tools within a service environment

Knowledge of spreadsheets and database systems

Knowledge of applied research methods and techniques

Skill in qualitative and quantitative analysis and interpretation

Skill in critical thinking

Skill in oral and written communication and demonstrated ability to write and present complex reports for technical and lay audiences

Skill and demonstrated expertise in data/knowledge retrieval via literature and web searches

Skill in managing multiple tasks requiring attention to detail and demonstrated ability to respond to deadlines in a timely manner

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 (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within the same series** | Evaluator-Associate, Evaluator, Evaluator-Senior |
| **Class History** | 08/2023 - Created |