



Capacity Building Assistance (CBA) Program Evaluator Effective Behavioral Interventions/Public Health Strategies

JOB SUMMARY

Under the supervision of the CA PTC/CBA Evaluation Coordinator and CA PTC/CBA Director, the incumbent will exercise independent judgment in providing moderate oversight for a variety of research, evaluation, and training projects. This individual will be responsible for the design, implementation and analysis of evaluation which inform program development and provide data to support science-based policy recommendations. This person will assist in the development of protocols and guidance to implement evaluation tools and perform other duties as assigned. The Program Evaluator will provide technical assistance specifically focused on program evaluation when applicable.

Job Status:	Full Time	Work Schedule:	Days
FLSA Status:	Non-Exempt	Travel Required:	15%
Reports To:	CA PTC/CBA Evaluation Coordinator	Supervises:	None

JOB DESCRIPTION

Essential Functions

A. Coordination Of Capacity Building Assistance Evaluation Activities (30%)

1. Develop survey instruments to 1) assess short-term impact of CBA efforts 2) assess long-term impact of CBA efforts on provider practices and 3) assess other relevant barriers and facilitators reported by participants
2. Coordinate implementation of assessment/evaluation tools, data collection and management
3. Establish linkages between long-term evaluation data, post-course or TA evaluation data and registration data of participants for analysis
4. Analyze evaluation data (utilizing Excel, SPSS, Nvivo, etc), with consultation and identification of primary questions by evaluation team
5. Assist with data collection and analysis of PTC efforts, as needed.

B. Database Organization (30%)

1. Assist in the development of CBA databases
2. Maintain current database of existing evaluation and registration data
3. Coordinate creation and submission of regular data reports to CDC, and other external partners, as applicable.

C. Assistance With CBA Provision (25%)

1. Assist in development and implementation of CBA services specifically related to program evaluation. This may include development of appropriate working CBA objectives, working with CBOs or Health Departments around program evaluation, conducting evaluation training where needed, and other related efforts.

D. Other Research/Evaluation Projects TBD (15%)

Non-essential Functions

Other duties as assigned.

Job Qualifications

Working knowledge of STD or HIV prevention programs, including evidence-based interventions (EBIs) from the Diffusion of Effective behavioral Interventions (DEBI), public health strategies (PHS), and monitoring and evaluation (M&E) activities required. Knowledge and experience with both qualitative and quantitative analysis and database systems, experience using SPSS and NVIVO or similar data analysis software, Microsoft Office Suite including Excel is required. Excellent oral and written communication skills to work effectively with professionals from various public and private agencies is also required. The ability to effectively prioritize and execute tasks in a high-pressure environment, work collaboratively as well as independently with minimal supervision is necessary. Good analytical and problem-solving abilities are strongly desired.

Experience and Educational Requirements

Masters degree in Public Health, with a major in behavioral science, health education, epidemiology or related field and two years of experience in program evaluation, administrative analysis or operations research; or an equivalent combination of education and experience; previous experience in HIV/STD prevention programs or other behavioral intervention areas; demonstrated experience using quantitative and qualitative evaluation instruments; experience using analytical software (SPSS, NVIVO, etc.) ability to work collaboratively as well as independently with minimal supervision; excellent oral, written, and presentation skills; ability to work for long periods at a computer terminal; excellent attendance and reliability. Bachelor's degree in one of the above fields and at least five years experience performing the activities described may be considered in lieu of a Master's degree in Public Health.

SALARY- Commensurate with qualifications and experience.

APPLICATION PROCEDURE:

Interested individuals for this position in the California Capacity Building Program must submit a resume and cover letter by email to greg.mehlhaff@cdph.ca.gov or mail to California Capacity Building Program, 300 Frank Ogawa Plaza, Suite 520 Oakland CA 94612, Attention: Greg Mehlhaff. Please indicate job title in all submissions.

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Deadline to apply is December 4, 2009 5pm PST