

Office of Program Evaluation and Government Accountability
Senior Researcher

The Office of Program Evaluation and Government Accountability (OPEGA) is tasked with reviewing the effectiveness, efficiency and economy of State programs, agencies and activities. The Office fulfills this responsibility by conducting independent reviews including: performance evaluations and audits, management analysis, inspections, investigations and research. Under the supervision of a team leader, this professional is responsible for performing a variety of assigned tasks during the conduct of such reviews. Work is performed according to standard methodologies and protocols and is reviewed for accuracy, content, completeness and adherence to standards by OPEGA Analysts and the Office Director. The work is of an exacting, highly confidential and non-partisan nature. In performing the duties of this position, this individual is expected to:

- Maintain professionalism and support teamwork among Office staff;
- Perform research, audit and evaluation functions exercising sound judgment;
- Develop and maintain effective working relationships with peers and with the management and staff of various programs and agencies;
- Demonstrate a positive attitude and high degree of personal initiative and motivation; and
- Adhere to Office policies, procedures, standards and values.

Position Duties:

1. Perform assigned evaluation, audit, analysis and research tasks under supervision of the team lead and Office Director. Such tasks include but are not limited to:
 - a. participating in meetings including entrance and exit conferences;
 - b. performing internet or library research;
 - c. participating in individual and group interviews;
 - d. performing qualitative and quantitative analysis of operational and financial data;
 - e. conducting various types of testing (i.e. compliance or attribute) on sampled files and records;
 - f. reviewing documents and transactions; and
 - g. administering surveys.
2. Document work performed, and issues identified, proficiently and in accordance with Office policies, procedures and standards.
3. Assist in developing valid conclusions and identifying opportunities for improvement, based on work performed, in programs or entities being review.
4. Assist in performing quality assurance reviews of work documentation prepared by others.
5. Assist in drafting, or reviewing and editing, OPEGA reports and other public work products.
6. Participate, when necessary, in the presentation of reports to the legislative Government Oversight Committee or other legislative bodies.

Desirable Minimum Qualifications:

1. Master's or Bachelor's degree (Master's degree preferred) from an accredited university or college with a concentration in public administration, public management, program evaluation, economics, finance, public policy analysis, law, business administration or closely related field.
2. Ability to promote professionalism and contribute positively and productively as part of a team.
3. Ability to function somewhat independently with general supervision.
4. Ability to interact diplomatically and effectively with legislators, peers, and key program and agency personnel.
5. Ability to communicate effectively orally and in writing, including writing and editing technical reports, management reviews, summary reports and other documents.
6. Skills in research, analysis, critical thinking and process mapping.
7. Strong interpersonal and organizational skills.
8. Proficiency in using Microsoft Office Suite software such as Word, Excel, Access and PowerPoint.
9. Ability to quickly grasp new concepts and easily learn new computer applications.
10. Must be non-partisan and capable of maintaining confidentiality and objectivity.