

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 1712500**

**Chief of Program Planning, Grade 25**

Brief Description of Class

Chiefs of Program Planning are responsible for supervising program evaluation and policy analysis activities. These positions are located within the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

*Chief of Program Planning:* under the supervision of higher-level program evaluation and policy analysis staff, supervises Program Research Specialists 2 and 3, and/or other professional staff.

Related Classes

Program Research Specialists plan studies; collect and analyze data; interpret and report findings on current or proposed programs, policies, and legislation related to such programs; and perform similar related research and analytical activities.

Illustrative Duties

Monitors and evaluates DOCCS programs and their outcomes.

Designs, conducts, and formulates program plans and evaluations.

Resolves methodological issues.

Represents the agency and liaisons with DOCCS staff, research partners, and other State agencies.

Supervises the work of professional staff assigned to the unit, ensuring the timely and accurate completion of work and the appropriate coordination with other parties.

Performs the full range of supervisory duties such as reviewing and evaluating work, time and attendance, and performance evaluations.

## Minimum Qualifications

### *Chief of Program Planning*

Promotion: one year of permanent service as a Program Research Specialist 3.

**NOTE:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2021

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