

**New York State Department of Civil Service**  
Division of Classification & Compensation

Classification Standard

**Occ. Code 1769200**

**Aging Services Program Analyst 2, Grade 18 1769200**  
**Aging Services Program Analyst 3, Grade 23 1769300**

Brief Description of Class Series

The positions study and evaluate problems and issues affecting older New Yorkers, and develop and implement policies, programs and services that support older adults and their families at the Office for the Aging.

Distinguishing Characteristics

*Aging Services Program Analyst 2*: full performance level; performs research and analysis, program development and implementation, technical assistance and policy support activities for assigned programs under the general direction of Aging Services Program Analyst 3 or Aging Services Program Coordinator 1.

*Aging Services Program Analyst 3*: first supervisory level; supervises Aging Services Program Analysts 1 under the direction of a higher-level manager, and independently performs the more difficult program research and analysis, program development and implementation, and technical assistance and policy support activities for assigned programs. The more difficult assignments involve statewide policies and multiple private and public organizations that serve older persons.

Related Classes

Aging Services Representatives administer federal and State funded programs that provide services to older persons by promoting, reviewing funding applications, and monitoring the effectiveness and cost efficiency of these programs. They oversee the operations and provide technical assistance to area agencies on aging responsible for delivering services to the older persons.

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 to determine the actual or potential

effectiveness in achieving objectives; identify weaknesses in programs and make recommendations for modifications; and provide advice and consultation to agency management on program operations.

### Illustrative Duties

#### *Aging Services Program Analyst 2:*

Researches and analyzes problems, issues and programs affecting older persons to assist management in policy decision-making.

- Compiles data to develop background and supporting materials to prepare program planning documents and reports.
- Collects, reviews and analyzes area agency on aging data and reports to identify trends or issues for further monitoring or technical assistance.
- Reviews and comments on other agencies' initiatives, laws or regulations to determine impact on older New Yorkers.
- Develops recommendations and strategy options to promote agency and program goals.
- Prepares written policy papers based on literature reviews, program descriptions and contacts with key informants.

Participates in the development and implementation of aging services programs; serves on work groups in developing program segments.

- Develops recommendations on program specifications, guidelines, procedures, standards and regulations.
- Provides technical assistance and policy support to the assigned program; advises on guidelines, procedures and standards interpretation and implementation.
- Prepares and conducts presentations, materials and information related to program activities.

#### *Aging Services Program Analyst 3*

Conducts research and analysis on the more difficult policy and program development projects.

- Analyzes significant programmatic and operational problems and issues affecting older persons.
- Identifies and analyzes federal and State legislation, regulations, policies and programs.
- Determines need for policy, programmatic or procedural changes; develops standards and technical assistance materials and program implementation strategies.

- Prepares and delivers reports, policy papers, findings and recommendations to higher level managers.

May represent the agency as a committee member, speaker, panelist, discussion leader or facilitator in State or local events, or inter-agency work groups on aging.

Performs the full range of supervisory duties such as performance evaluations and time and attendance.

### Minimum Qualifications

#### *Aging Services Program Analyst 2*

Open-Competitive: Four years of human services experience\* involving any one of these areas: research, policy analysis, program planning, program development, or program evaluation; two years of this experience must have been in programs for older persons.

Substitution: A bachelor's degree in an appropriate human services field\* may substitute for four years of the required general experience; a master's degree in an appropriate human services field\* may substitute for one year of the required experience in programs for older persons.

\* Appropriate human services experience/education includes the following fields: gerontology, health administration, non-profit administration, public administration, social work, family development, community services, case management, counseling, human services administration, and public health.

#### *Aging Services Program Analyst 3*

Promotion: One year of permanent service as an Aging Services Program Analyst 2.

**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: 7/2024

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