



JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

JOB OPPORTUNITY

April 22, 2024

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title:	Program Evaluation Specialist	Department:	Evaluation & Innovation
Reports To:	Associate Manager, Performance & Evaluation	FLSA Status:	Non-Exempt
Pay Grade:	105	Hiring Range:	\$25.51-\$33.79/Hourly (\$53,054.33-\$70,296.99/Annually) Salary is commensurate with experience

Position Purpose:

- Under direct supervision and following established specifications, this position is responsible for using research and evaluation methods to monitor the performance and effectiveness of programs and services relevant to JWB's strategic result areas: Early Childhood Development; School Readiness; School Success; Prevention of Child Abuse and Neglect; and Strengthening Community.

Key Responsibilities:

- Under direct supervision, assist agencies with developing performance measures and monitoring techniques to evaluate methodological fidelity, outcomes effectiveness, and ultimately, return on investment.
- Gain understanding of third party evaluation activities as specified in agreements between JWB and contracted agencies to lead and support program evaluation activities.
- Develop, implement, and adhere to a timetable for evaluation activities and deliverables.
- Use Excel and other data software to manage and analyze large datasets to determine outcomes.
- Identify relevant research to guide decision-making of JWB staff and Management resulting in positive outcomes for Pinellas County children and families.
- Articulate and interpret program results and address questions related to program performance.
- Provide technical assistance to agencies on issues related to collection and quality of data, program development, measurement selection, and process evaluation.
- Provide support to and assist Program Consultants with program monitoring related to methodological fidelity, empowerment evaluation, data quality, improvement plan and outcomes accountability.
- Produce audience-specific evaluation reports and presentations.
- Identify and develop appropriate evaluation strategies as projects and initiatives evolve under the supervision of the Associate Manager of Performance & Evaluation.
- Respond to internal and external data requests.
- Uploads, classifies, retrieves, and maintains documents in accordance with established Unit/Department record management procedures while adhering to State Law.
- Work cooperatively with cross-functional teams both internally and externally.
- Other duties as assigned or required.

Specifications:

- Bachelor's degree in human services, public administration, social science, statistics, or related field with minimum of two (2) years of experience in research, program evaluation and/or human services evaluation. Master's degree preferred.
- Knowledge of model programs, study design, analytical and data management practices in human services.
- Proficient knowledge of Excel to manipulate, manage, and analyze large datasets.
- Knowledge of Microsoft office Suite program and their essential functions.
- Knowledge of SPSS preferred.
- Detail-oriented and solution-focused.
- Advanced writing and communication skills.
- Ability to present complex technical information to diverse audiences in an understandable format.
- Eager to learn new information in a fast-paced environment.

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes.
- Possess a valid driver's license and/or access to reliable transportation.

Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid-remote position but physical presence at the JWB building and other sites in Pinellas County may be required.

Interested Applicants, please submit resumes by Monday, May 13, 2024:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Unit, 14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt.