

The Evaluation, Research, and Reporting (ERR) Team in the Division of Innovation and Strategy at Ramsey County provides program evaluation, performance measurement and reporting support to multiple departments in the Health and Wellness Service Team and other parts of Ramsey County. We support areas of the county that are providing critical and basic needs to the residents of Ramsey County. This vacant position will work most closely with the [Financial Assistance Services](#) department, which administers programs that provide economic support to single adults and families by helping to meet basic needs.

We support the strategic direction of the county by giving leaders, staff and community information necessary for research informed decision-making. Our team is divided into two units, the evaluation and research and the reporting unit.

This position will work in the Evaluation and Research unit which collaborates closely with department leadership to consult, design and implement program evaluation, development of performance measures, assist in the use of measures to improve performance and recommendations for policy or practice change.

The Planning & Evaluation Analyst will develop evaluation plans, including the key evaluation questions and methods to answer the questions. This position then carries out the implementation of the evaluation activities and creates a product (such as a report or presentation) that shares the project design, findings and recommendations.

Common methods used include:

- Design, collection and analysis of primary data, including surveys, interviews, focus groups and observations.
- Analysis of data about program participants available through program databases and electronic health records.
- Analysis and interpretation of other available non-county and non-state data sets, such as U.S. Census data.
- Review of written materials such as policies and procedures.
- Review of other research and evaluation findings.

The Evaluation, Research and Reporting team values collaboration. While some of the work of the Planning and Evaluation Analyst will be independent in nature, we work with our internal partners, community members, and fellow evaluators to create useful products and a supportive and innovative work environment.