



## **JOB DESCRIPTION**

### **DATA ANALYST**

Under the direct supervision of the program operations analysis officer and in collaboration with the director of early care and education programs, the data analyst shall be responsible to:

1. Serve as administrator for multiple-program databases.
2. Provide related technical assistance to staff.
3. Develop, train staff, and pilot new methods of collecting data using established database software or other technologies.
4. Collaborate with management in the design and implementation of tools for continuous quality improvement, surveys, and ongoing monitoring.
5. Filter and clean data by reviewing reports and data sets and advise management on enhancing data collection procedures to optimize reporting and staff efficiency.
6. Create reports that include benchmark and key outcomes and assist management in identifying, analyzing, and interpreting trends or patterns.
7. Develop and maintain a central database for collecting data sets from other databases or from outside datasets to provide data analytics and dashboards for management.
8. Maintain complete and accurate up-to-date tracking of data projects including source documentation and electronic file organization.
9. Collaborate with program operations analyst to support fiscal and program data needs.
10. Assist the program operations analysis officer in preparing and presenting briefings for the chief executive officer and/or director of early care & education programs.
11. Periodically participate in related conferences and/or symposiums for professional enhancement, including training on new technology, program evaluation, and systems analysis.
12. Other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Required Education and Experience:**

- Minimum of a bachelor's degree in computer science, statistics, operations analysis, or related field.
- Minimum of two (2) years' recent paid work experience in an increasingly responsible position involving database management, data collection, data analysis and preparation of results.
- *An associate degree in related field plus three (3) additional years of the related experience may substitute for the bachelor's degree.*

**Knowledge and Abilities:** Requires the knowledge SQL and ability to proficiently and effectively use computers and related programs such as Excel, and PowerBI to assist with generating required documents, reports, graphs etc. Good typing skills and excellent knowledge of computer information systems. Ability to apply concepts such as percentages, ratios, proportions and similar mathematical tools to practical situations. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with minimum supervision. Ability to effectively follow written and verbal instructions. Ability to communicate effectively both orally and in writing. Ability to establish positive interactions with supervisor, management, other staff, and outside agencies. Ability to work in several simultaneous assignments and tasks while under varying deadlines and pressures. Ability to maintain strict confidentiality.

**Physical Abilities:** Ability to effectively use hands and fingers in the extensive use of computer keyboard and other office machines. Ability to effectively see computer screen and read data. Ability to sit at workstation for prolonged periods of time.

**License or Other Requirements:** Must have access to a dependable auto with minimum legally required insurance coverage and possess a current valid California driver's license. Must submit to a pre-employment, agency-paid physical examination, negative Tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks. Periodic physical examinations and TB clearances will be required if hired.

**Qualified current or former Head Start Parent candidates shall receive priority when filling a Head Start position.**