WORKFORCE
DEVELOPMENT COUNCIL
OF SEATTLE – KING COUNTY

JOB DESCRIPTION

JOB TITLE:	Workforce Data Analyst
REPORTS TO:	Director of Performance
COMPENSATION:	$85,536 - $120,360 depending upon experience

OBJECTIVE

We are seeking a grant-funded Workforce Data Analyst to contribute to the mission of system transformation and racial equity in workforce development by creating trend, demographic, and process analysis reports; developing and maintaining project performance reports; and developing, planning, and conducting research projects to analyze outcomes of the regional workforce development system.   Reporting directly to the Director of Performance, the Workforce Data Analyst will perform data research, analysis, interpretation and reporting related to the functions of the organization, the regional workforce development system, and the local labor market, ensuring that stakeholders have current information to enhance decision-making.

The Workforce Data Analyst will be a highly resourceful team-player who is comfortable working in a fast-paced environment, sometimes under time constraints, while remaining flexible, proactive, and efficient. The individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain strategic balance among multiple priorities.

BACKGROUND

The Workforce Development Council of Seattle-King County (WDC) is a nonprofit, grant-making organization dedicated to creating career pathways for adults and youth through demand-driven workforce and training programs in the Seattle-King County region. Our work is centered on racial equity. To that end, the WDC forges relationships across industries and sectors in order to contribute to an inclusive and dynamic regional economy, in which all residents and their families thrive in careers defined by growth and self-sufficiency.

The WDC serves as the Local Workforce Development Board, designated by the City of Seattle Mayor and King County Executive, to set policy and administer federal workforce development funds under the Workforce Innovation and Opportunity Act (WIOA). In late 2018, the WDC Board of Directors and its stakeholders set a new vision for a region-wide workforce development system and role of the WDC to better align and integrate the workforce system's ability to:

- remove barriers and provide equitable opportunities for residents to obtain and grow into living wage jobs and careers;
- coordinate targeted educational enrichment and training to elevate workforce capabilities toward greater prosperity;
- meet the employment needs of the region through innovative and collaborative partnership; and
- demonstrate a commitment to equity and inclusion that honors the rich diversity of our region and enables regional prosperity.

DUTIES AND RESPONSIBILITIES

- Provide data and technical assistance on organizational and local/regional labor market and economic performance through data mining and reports; recommend courses of action based on findings.
- Perform trend analysis, develop reports and make recommendations to WDC leadership team and Board for decision-making.
- Participate in project planning discussions and make recommendations for use of technology and development of tools; provide support in evaluation of projects.
- Participate in the design, development, testing and implementation of data models/resources used to analyze the WorkSource system, and to deliver high quality, accurate information; provide stakeholder user trainings and technical assistance as needed.
- Maintain/administer current data systems and tools; troubleshoot issues through to resolution.
- Write comprehensive user and systems documentation on technology and data projects.
- Work with internal work teams to integrate federal, state and local regulations and policies into business operations; create procedures based on developed policies.
- Determine how data-driven project outcomes, deliverables and performance measures will impact the regional workforce system and economy; develop and run reports to identify strengths and areas of concern.
- Ensure data integrity for assigned projects; collaborate with internal and external stakeholders to identify data rules, procedures and policy; work with other staff to gather data and develop meaningful reporting.
- Contribute to research reports that analyze the effectiveness of the regional workforce development system and its capability to generate an equitable workforce system.
- Actively participate in policy development, implementation, and reviews.
- Provide data support to the WDC Board, Board Committees, and other stakeholders, as required.
- Participate in external workgroups; may include state-level topic groups, regional system collaborations, program development, evaluation, and/or review working groups, and economic and workforce development partnerships.
- **Other duties as assigned.**

JOB REQUIREMENTS

KNOWLEDGE:
- Statistics, economics and associated data sources and tools.
- Report development and presentation processes, especially in a collaborative environment.
- Program analysis, process improvement, and evaluation tools.
- Workforce program policies and regulations, including WIOA and associated Washington State Employment Security Department and U.S. Department of Labor requirements.
- Research techniques for analyzing client data, case management processes, process improvement, and systems change.
- Ability to research, analyze, interpret, and present data related to systemic barriers to workforce development in the local labor market and its diverse communities.

SKILLS:
- Proficient in data analysis and related tools, use of and administering database management systems software, and server technologies, including Microsoft and other platforms.
- **Analytical**: Use logic and reasoning to assess information, form logical conclusions, evaluate options, and make decisions or recommendations.
- **Computer**: Use computer hardware and software to complete assignments.

- **Management Consulting**: Provide clear written and verbal information and recommendations to managers and stakeholders.
- **Multi-tasking**: Handle several tasks simultaneously.
- **Communication and Active Listening**: Convey information clearly, concisely and professionally according to the needs of the audience.
- **Organization**: Establish and meet designated timelines.
- **Performance Management**: Use data to evaluate effectiveness and provide improvement strategies for the regional workforce development system.
- **Prioritization**: Sort and address tasks in order of importance.
- **Research**: Collect, analyze, and evaluate data from a variety of sources and distill into useful, reliable information for decision making.
- **Writing**: Convey information in clear, concise written documents; translate complex, technical materials for a variety of audiences.
- **Collaboration:** Ability to build trust and relationships across lines of difference.

COMPETENCIES:
- **Accountability**: Accept personal responsibility for work and actions.
- **Effective Communication**: Effectively convey ideas and information.
- **Creative Thinking**: Use innovation to approach problems and propose solutions.
- **Critical Thinking**: Use purposeful and reflective judgment to process, analyze, interpret, explain, evaluate, illustrate and compare information.
- **Customer Service**: Provide value-added services to external and internal partners.
- **Inclusiveness**: Actively contribute to a work environment that embraces diversity and equity; build consensus among groups of diverse individuals.
- **Interpersonal Abilities**: Relate to co-workers and stakeholders, mitigate conflict, and inspire others to participate. Build and maintain relationships with contracted service providers from a funder's perspective, including during grant and contract management.
- **Problem-Solving**: Identify and offer solutions to complex organizational, procedural and technical problems.

EDUCATION OR EXPERIENCE:

- Bachelor's degree, or equivalent experience, specializing in data/management analysis.
- Five (5) years' demonstrated experience working with data and/or process management analysis, preferably in a non-profit or government organization.

PROACTIVE SYSTEMS THINKER: Ability to manage a high degree of complexity and to distill information, able to think strategically and develop effective processes to distribute information across multiple channels and mediums.

RACIAL EQUITY COMMITMENT: An understanding of the concepts of institutional and structural racism and their impact in workforce development systems, especially regarding barriers to achieving racial equity. Commitment to learning from and developing new strategies, partnerships, and approaches with diverse communities.

WORKING CONDITIONS

This position is a mostly remote work arrangement, with occasional onsite work located in and around our Seattle office. Some travel is required to attend meetings/events/conferences locally, statewide, and nationally. Regular workday and work week are established with some planned early morning or evening hours, and overnight/out of area travel.

PHYSICAL REQUIREMENTS

Employee is expected to make decisions, read, and write, speak publicly, and interpret information and data. May be seated for periods of time, and occasionally may have to lift boxes or other materials that weigh up to 20 lbs.