



### Job Description

<b>Job Title:</b>	Data Analyst	<b>Reports To:</b>	PQI Manager
<b>Job Code:</b>	TBD	<b>Department:</b>	Performance and Quality Improvement (PQI)
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	\$17.58-\$21.97
<b>Created:</b>	XX/XX/XXXX	<b>Revised:</b>	06/21/2019

Please apply at: [www.porterleath.org](http://www.porterleath.org)

### **Job Summary**

Under the direction of the PQI Manager, the Data Analyst provides strategic support to Porter-Leath programs and administrative management by analyzing data for program outcomes, service projections and benchmarking of results.

### **Qualifications**

- Bachelor's degree in computer science, statistics, business or a related field is required.
- Minimum of 1 year of professional experience conducting data analysis is required.
- Database management skills required.
- Experience in a non-profit environment with some focus in early childhood outcomes is preferred.
- Solid understanding of data analysis techniques and processes.
- Excellent analytical and critical thinking skills to make important determinations about data.
- Problem solving skills to diagnose problems, suggest solutions and to execute the solution after approval.
- Interpersonal skills to work with and communicate complex information to all levels of employees.
- Understanding of data security, confidentiality and protection of information.
- Customer service orientation to assist department customers

### **Essential Job Functions**

- Understand the essential business and programmatic operations of Porter-Leath to self-identify opportunities for data analysis and present them to leadership for consideration.
- Receive requests for data analysis. Complete a thorough review with the requester to understand the question being asked, the scope of the review, the desired output and the timeline for completion.
- Conduct analysis using various techniques and technologies. Complete analysis to determine accuracy of outcome results by completing root cause analysis.
- Conduct outside research and benchmarking of results for better inform analysis.
- Present data and the accompanying analysis via various methods including oral presentations, written presentations, charts, graphs, spreadsheets, narratives and technical reports.
- Design system to collect data not supported by current systems or when improvement needed. Create dashboards to allow management to view real-time results.
- Manage data securely and treat all confidential information carefully.
- Develop and ensure compliance to data publication calendars.
- Provide regular training to stakeholders about data analysis processes.
- Assists with preparing data for grants, agency accreditation and continuous improvement cycles.
- Supports outside research projects as assigned by the Director.



- Maintains historical PQI records by designing a filing and retrieval system; keeping past and current records.
- Participates in professional development activities to maintain technical knowledge.

publications; establishing personal networks; participating in professional societies as needed.  
-Performs other duties as assigned by supervisor and agency leadership.

#### **Physical Demands**

Performs essential job functions in established office environment under normal lighting and climate control tolerance. Regularly required to stand, walk, touch, handle, feel, reach, see hear and speak, and sit. Occasionally lifts and/or moves up to 15 pounds. Specific vision abilities required by this job include close vision, and color vision. The noise level in the work environment is usually moderate. This is a non-smoking workplace/smoke free environment.

#### **Special Conditions**

Must have and maintain a valid state driver's license with good driving record. Must have and maintain reliable transportation, valid vehicle registration, and state appropriate level of insurance. Ability to travel to all sites, including administrative headquarters.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

#### **Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

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Employee Name (Please Print)

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Date

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Employee Signature