Job Description

Job Title: Data Analyst
Reports to: PQI Manager
Job Code: 50120
Department: Performance & Quality Improvement (PQI)
FLSA: Exempt
Salary Grade: $40,654 - $50,821
Created: XX/XX/XXXX
Revised: 07/23/2019

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 required.
- Minimum 1 year of professional experience conducting quality improvement or data analysis required.
- Experience working in a non-profit environment with focus in early childhood outcomes is preferred.

Supervisory Responsibilities

This position does not include any supervisory responsibilities.

Essential Job Functions

1. Understands the essential business and programmatic operations of Porter-Leath to self-identify opportunities for data analysis and present them to leadership for consideration.
2. Develops and implements data collection systems and other strategies that optimize statistical efficiency and data quality. Creates dashboards to allow management to view real-time results.
3. Receives requests for data analysis. Completes 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.
4. Interprets data, analyzes results using various techniques and technologies to determine accuracy of outcome results by completing root cause analysis.
5. Manages data securely and treats all confidential information carefully.
6. Filters and clean data, and reviews computer reports, printouts and performance indicators to locate and correct code problems.
7. Presents data and the accompanying analysis via various methods including oral presentations, written presentations, charts, graphs, spreadsheets, narratives and technical reports.
8. Meets with supervisor, agency leaders and other stakeholders to identify data/research needs, opportunities that require data analysis and other ways that the position may support decision making and reporting.
9. Provides regular training to stakeholders about data analysis processes.
10. Conducts outside research and benchmarking of results for improvement opportunities.
11. Assists with preparing data for grants, agency accreditation and continuous improvement cycles. Develops and ensures compliance to data publication calendars.
12. Maintains historical PQI records by designing a filing and retrieval system; keeps past and current records.
13. Performs customer service functions by answering employee requests and questions.
14. Participates in professional development activities to maintain technical knowledge; establishes personal networks and participates in professional societies as needed.
15. Performs other duties as assigned by supervisor and agency leadership.
Knowledge, Skills & Abilities

- Knowledge of various data analysis techniques, software tools and cloud based database programs.
- Database management skills and solid understanding of data analysis techniques and processes required.
- Analytical and 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.
- Time management and project management skills to manage complex projects.
- Understanding of data security, confidentiality and protection of information.
- Customer service orientation to assist department customers.

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

Maintains an operable vehicle with valid registration, valid driver’s license, and good driving record with an appropriate level of insurance. Ability to travel from administrative headquarters to all sites on a regular basis.

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.

______________________________   _______________________
Employee Name (Please Print)                   Date

________________________________________
Employee Signature