

Program Data Analyst

Purpose

The job of Program Data Analyst is done for the purpose/s of performing a variety of complex and technical duties involved in the collection, evaluation, manipulation, and reporting of data; utilizing computer systems to input data; and producing a variety of records and reports.

This job reports to Assigned Manager.

Essential Functions

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Communicates and coordinates with personnel and outside agencies to exchange information, coordinate activities for the purpose of resolving issues or concerns.

Gathers, enters, and assists with analysis of local, state and federal data for the purpose of providing staff with current information.

Maintains assigned project control files (e.g., research, completion, etc.) for the purpose of ensuring compliance with mandatory due dates.

Maintains electronic document library for the purpose of conveying information regarding program, procedures, and resources.

Prepares and maintains a variety of records and reports as needed for the purpose of complying with state mandated reporting requirements.

Provides program website support and maintenance for the purpose of ensuring current and accurate information.

Provides technological support for program staff and for staff meetings, as needed, for the purpose of supporting staff in disseminating information electronically.

Provides training in the use of new and existing technology and software and prepares training materials for the purpose of supporting technological advancements.

Reports regularly to the manager on any developments or problems within the program for the purpose of maximizing the efficiency of the department.

Reviews and reconciles various reports, statements for the purpose of ensuring timely and accurate information.

Marginal Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing multiple projects, meetings, conferences and

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; policies and procedures; software processes; all processes and procedures in administrator's office; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; problem solving; leadership training; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date
4/22/2021

Salary Grade
47