



## JOB DESCRIPTION

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| Job Title:     | <b>Data Specialist</b>   |
| Reports to:    | Senior Director of Research and Accountability   |
| Supervises:    | n/a  |
| Job Code:      | 565  |
| FLSA Status:   | <input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other |
| Salary Ranges: | Starting around: \$55,000  |

### Position Summary:

#### This is a hybrid position.

This position reports to Senior Director of Research and Accountability. The Data Specialist will be responsible to identify and collect information from a variety of sources, using data analysis techniques to get practical information from raw data, writing reports based on their findings, communicating their findings to other managers and employees, and advising in decision-making. The Data Specialist will collaborate with others in the coalition and outside entities to ensure successful implementation of identified solutions. The individual in this position is also responsible for analyzing system procedures and conduct specific training for staff. The role requires leadership, excellent communication skills, and a deep understanding of the supported applications.

### Essential Job Functions:

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

- Querying and analyzing data to draw conclusions and make recommendations to the coalition.
- Preparing reports and presenting these to management or partners
- Acquiring data from primary or secondary data sources and maintain databases/data systems.
- Monitoring data quality and removing corrupt data.
- Analyze data to identify trends or relationships among variables and report results.
- Building models to predict future trends and use them to make decisions.

- Provide technical assistance and support for incoming issues related to reporting.
- Develop a deep understanding of the supported applications, their features, and functionalities to effectively assist users.
- Coordinate the preparation and reporting of annual reviews of student performance.
- Perform other duties as assigned by Supervisor.
- This job requires interaction with children from birth to five years of age at mandatory and volunteer Coalition activities and functions.

**Qualifications:**

- Knowledge of EFS Mod is preferred.
- Tableau experience preferred.
- Experience with Power BI, Microsoft Excel
- Strong knowledge of: Internet, spreadsheet, graphics, data analysis and work processing software
- Knowledge of coding languages including HTML5, SQL, and JavaScript.
- Knowledge of databases and operating systems.
- Ability to learn new software and technologies quickly.
- Ability to follow instructions and work in a team environment.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to solve problems and deal with a variety of competing tasks, program responsibilities and deadlines.
- Strong organizational skills and effective record management practices, and attention to detail.
- Ability to follow policies, procedures, and rules set by the ELCOC.
- Ability to work independently with little supervision.
- Successful completion of level 2 background screening standards as set forth in 435.04 F.S.

**Education and Experience:**

- High School diploma or equivalent, and/or 2 years work experience in related field.
- Minimum of two years of administrative or customer service experience.
- Training, education and/or experience may be substituted for certain minimum qualifications. (A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

