

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **DATABASE SPECIALIST**

**DIVISION:** Workforce Development

**PURPOSE:** Responsible for monitoring and analyzing data on the HMRF DADS MATTER grant funded program operations and clients to support required reporting to the funder, the Federal Administration for Children and Families (ACF), and to promote continuous quality improvement (CQI). The Database Specialist will be responsible for monitoring data collection and entry into the Management Information System called Information, Family Outcome Reporting and Management (nFORM).

**QUALIFICATIONS:**

- Education: Bachelor's Degree, Master's preferred in appropriate field such as math, statistics, operations research, public administration, public policy, government, economics, accounting or other field relevant to data analysis.
- Experience: At least 2 years of academic, internship or work-related experience related to data analysis and statistical software packages, project management, business analysis, or evaluation of government projects or programs.
- A combination of equivalent education and work experience may be substituted for the above requirements.

**Skills, Abilities, and Knowledge:**

- a. Strong organizational and decision-making skills, accuracy, and attention to detail
- b. Strong communication skills (written and verbal) and ability to share findings with technical and non-technical audiences and respond to inquiries
- c. Advanced understanding of mathematics and descriptive statistics with experience in the manipulation and quantitative analysis of data
- d. Knowledge of data requirements, documentation and analysis methods
- e. Knowledge of federal, state and organizational data security requirements and procedures for safeguarding personally identifiable information (PII)
- f. Ability to comprehend technical materials in tabular or statistical form
- g. Ability to work effectively in Excel, Word, Adobe Acrobat and other software packages, including especially statistical packages such as SPSS, SAS, and Stata, to extract, analyze and present data
- h. Ability to train and supervise others on data collection and data security, as well as data extraction, analysis and presentation.

**REPORTS TO:** Vice President of Business Services

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

- Mental Concentration: Considerable concentration intermittently
- Interruptions: Occur frequently
- Physical Efforts: Moderate physical effort in a predominately sitting position
- Special Demands: Some travel and potential eye strain.
- Special Requirements: Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum)
- Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environmental information

Duties may include any or all of the following: This list is intended to be representative.

01. Maintain an active user account and develop proficiency in using nFORM, including but not limited to analysis using nFORM-produced QPR/PPR reports, query tool, operational reports, and data exports.
02. Develop and maintain DADS MATTER data collection, monitoring, reporting and security plans and procedures, and ensure that these plans and procedures align with the grantee's nFORM data sharing and user agreement, as well as other applicable security and human subjects protection requirements
03. Train others to ensure procedures are implemented as intended by grantee staff
04. Analyze data for quarterly reporting to ACF and for CQI efforts to identify areas for improvement and test solutions
05. Analyze data regularly in nFORM and from other sources to assess program operations and areas for improvement, timeliness, completeness, quality and accuracy
06. Contact originators of source documents to resolve questions, inconsistencies, or missing data
07. Communicate the results in an accessible way and participating in strategic planning to identify, implement, and track solution
08. Change database system by coding database descriptions
09. Monitor performance and managing parameters to provide reports to management and staff
10. Provide routine office support as needed
13. Complete forms, time cards, and other paperwork as required
14. Assist in special projects or assignments as directed

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** E

**HOURLY WAGE:** \$15.65

**HOURS PER WEEK:** 37.5