



CHILD CARE ALLIANCE OF LOS ANGELES
Data Specialist
Position Description

Job Title: Data Specialist
Reports To: QRIS Program Manager
FLSA Status: Non-Exempt

***Please note this is an office-based position temporarily working remotely**

Summary

The Data Specialist, under the supervision of the QRIS Program Manager, will be responsible for collecting and preparing data for analysis utilizing methods that ensure data quality and integrity. Other responsibilities include basic data analysis and reporting, and providing technical assistance regarding data to support the Child Care Alliance of Los Angeles' scope of work for the Quality Start Los Angeles grant programs.

The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Quality Start Los Angeles (QSLA), the quality rating and improvement system (QRIS) implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education, Child360, and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County. The QSLA coaching program continues building on the Gateways for Early Educators™ professional development system offered at the Los Angeles child care Resource & Referral (R&R) agencies.

Essential Duties and Responsibilities include the following:

Data Collection and Data Quality:

- Conduct data collection activities utilizing multiple databases and data sources
- Conduct quality assurance of data and utilize data cleaning techniques
- Provide technical assistance to others to ensure data quality is high
- Utilize desktop and cloud-based software to create forms and/or data collection instruments, enter and extract data
- Support in the creation of new data collection and data quality activities to support program reporting, trend analysis, etc.

Reporting:

- Produce basic reports to fulfill reporting requirements of various projects
- Use data to report trends and areas within programs that need further analysis by program staff
- Communicate findings in data to program managers and related program staff, as applicable

- Adhere to standard definitions of data elements for data collections and reporting
- Make recommendations about improving data quality
- Utilize data to respond to information requests
- Communicate clearly, reporting on data both in writing and in oral presentations
- Assist QRIS Managers in the preparation of program data reports to ensure timely, accurate reporting to QSLA funders and stakeholders, as needed.

Committee and Group Participation:

- Actively participate in internal and external meetings, trainings and committees, as requested
- Prepare reports and data analysis for meetings, trainings, and committees, as requested
- Work with QSLA team members to determine data collection and reporting needs (i.e. E-learning, Family Education, Professional Development, Coaching, and Technical Assistance staff)
- Contribute to communications and other outreach and advocacy materials

Additional Responsibilities:

- Maintain project compliance through knowledge of and adherence to the QSLA contracts' Scopes of Work.
- Maintain effective communication with Alliance agencies, QSLA participants, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Perform other duties as assigned.

Qualifications

Education/Experience

- BA degree required in Education, Social Sciences, Psychology, Sociology, Human Development, Public Policy, Mathematics, or any other related fields with coursework in statistics and research methods, plus a minimum of one year organizational / project experience involving program and or outcome evaluation, survey/protocol development, data collection, and data management or an equivalent amount of combined education and experience to perform the duties as described.

Knowledge

- Significant knowledge of MS Word, MS Excel, and general office procedures required.
- Experience using computer applications to help gather, compile, analyze, and report information and statistical data.
- Demonstrated knowledge of quantitative and qualitative research methods and program evaluation required.
- Demonstrated knowledge of software applications used to create, administer, and analyze surveys (e.g., Qualtrics, Survey Monkey, Typeform) required.
- Demonstrated experience in statistical analysis including quantitative analysis skills in SPSS or R (or similar statistical programs) preferred.
- Knowledge of data visualization tools.
- Knowledge of the Early Education field, preferred.
- Knowledge of evaluation tools/measures that are common to the Early Education field, preferred.

Skills

- Strong organizational and time/project management skills and the ability to prioritize and manage multiple tasks to meet deadlines efficiently and accurately.
- Strong problem solving skills; proficient in critical thinking.
- Ability to anticipate challenges and identify appropriate solutions.
- Excellent analytical skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent ability to effectively and diplomatically work with a diverse population of clients and customers; creating positive atmosphere and approach, as well as creating a positive experience for agency staff, management, and clientele at all times.
- Must possess a high level of customer service skill to positively interact with partners even during stressful or challenging circumstances.

Abilities

- Ability to implement qualitative and/or quantitative forms of data collection with linguistically and/or culturally diverse populations.
- Ability to thoughtfully balance program and evaluation needs and interests.
- Ability to coordinate data collection from staff or partners outside of the department or agency.
- Ability to ethically handle personally identifiable information (PII) required.
- Spanish language fluency (written and spoken) preferred.
- Ability to travel to meetings in Los Angeles County, as required.
- Valid CA driver's license and insurance coverage, which meets CA standards, if using personal vehicle for work related travel.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Salary Range: Competitive salary, commensurate with prior experience, education, skills and abilities. Full time position with competitive benefit package. Range is \$24 - \$26 per hour.

For immediate consideration, send resume and cover letter to:

Ilyssa Foxx, QSLA Manager at [hiring@ccala.net](mailto: hiring@ccala.net) . Please include the position title in the subject line.

Email submissions only. No phone inquiries, responses will be sent only to individuals meeting the outlined requirements of the position. This program is contingent upon grant funding.

The Child Care Alliance is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all our employment practices, including selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to race, color, medical condition as defined by the State Law, ancestry, religion, national origin, race, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions or any other legally protected status.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

For more information, please visit our website: <http://www.ccala.net> /