



CHILD CARE ALLIANCE OF LOS ANGELES
Systems Integration Coordinator

Job Description

JOB TITLE: Systems Integration Coordinator

DEPARTMENT: Administration

REPORTS TO: Program Manager

FLSA STATUS: Non-exempt

LOCATION/CLASSIFICATION: Mostly Remote

EFFECTIVE DATE: 06/05/2023

SUMMARY:

The Systems Integration Coordinator, under the supervision of the Child Care of Alliance of Los Angeles (CCALA) Program Manager, will be responsible for collecting, analyzing and summarizing data from the eleven partner Child Care agencies across the County of Los Angeles. The Systems Integration Coordinator will utilize methods that ensure data quality and integrity. Other responsibilities include collaborating with staff in partner agencies as well as CCALA staff on data analysis, reporting and coordination. Will also assist in preparing data briefs for various stakeholders, including legislators and legislative staff, funders, community partners and the CCALA Board of Directors.

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.

DUTIES AND RESPONSIBILITIES:

Data Collection and Data Quality:

- Conduct data collection activities
- 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 interested parties, 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
- Prepare requested County data reports to ensure timely response by CCALA, 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
- Contribute to communications and other outreach and advocacy materials

Additional Responsibilities:

- Learn and maintain customized database system. Troubleshoot and work with database vendor to ensure optimal function and ease of use.
- Maintain effective communication with Alliance agencies, local, state and federal partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Maintain effective communication with data staff team at CCALA.
- Perform other duties as assigned

QUALIFICATIONS:

Education/Experience

- BA degree required in Education, Social Sciences, Psychology, Sociology, Human Development, Public Policy, Mathematics, Information Systems, Computer Science, 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, MS SQL Query, Crystal Reports
- 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
- Ability to review, analyze, and debug database applications
- 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 ethically handle personally identifiable information (PII) required
- 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 AND WORK ENVIRONMENT:

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 or 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 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. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate.

Compliance with federal, state, and local guidelines and laws is required.

SALARY RANGE:

Competitive salary, commensurate with prior experience, education, skills, and abilities. The hourly pay rate range is \$38.46 to \$40.87. Regular full-time position with a competitive benefits package which includes health insurance, 12 paid holidays, and vacation and sick accrued PTO. FLSA status is non-exempt.

The programs referenced in this job description are contingent upon grant funding.

For immediate consideration, send your resume and cover letter to:

Email: hiring@ccala.net. Please include the job 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.

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

The Child Care Alliance of Los Angeles 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 of 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 state law, ancestry, religion, national origin, 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.

For more information about the Child Care Alliance of Los Angeles please visit our website at:
<http://www.ccala.net/>

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.