



What We Do and Who We Are:

At **Child Care Alliance of Los Angeles (CCALA)**, we strengthen the foundation of early learning across Los Angeles County by expanding access to quality childcare and supporting the providers and families who rely on it. Our team is mission-driven, collaborative, and accountable—bringing policy expertise, operational rigor, and a roll-up-your-sleeves mindset to work that truly matters.

If you are passionate about impact, equity, and high standards of service, we invite you to consider joining our team and helping advance opportunities for children and communities throughout the region.

Position Announcement:

Qualified candidates may submit their interest in the position to
Janelle.strohmeyer@ccala.net

CHILD CARE ALLIANCE OF LOS ANGELES
Job Description Non-Supervisor

Job Title:	Associate, Systems and Data Analysis
Reports To:	Supervisor, Systems Data Analysis Supervisor II
FLSA Classification:	Non-exempt
Location:	Hybrid
Pay Grade:	14
Pay Range:	\$52,000-\$55,000
Date:	July 2026

Summary

The **Systems & Data Analysis Associate** supports the implementation, maintenance, and daily operations of Quality Start Los Angeles (QSLA) data systems under the direction of the **Systems & Data Analysis Supervisor II**. The Associate ensures accurate data entry, conducts routine data

quality checks, supports data collection efforts, and assists with system enhancements in the Hubbe data system. This role provides essential operational support that enables the **Systems & Data Analysis Supervisor II** to lead data governance, system architecture, and funder-level reporting.

The Systems and Data Analysis Associate supports the Systems Data Analysis Supervisor II and QSLA Director in carrying out data collection, analysis, and reporting processes to ensure data quality and integrity across multiple systems. The Systems and Data Analysis Associate communicates with QSLA staff, program participants, program partners and funders, as needed, in support of CCALA's QSLA and related grants.

Essential Functions:

Data Entry, Quality, and Monitoring

- Run routine reports to verify completeness and accuracy of program data, including participant site updates and the Coaching Service Request Tracker.
- Perform timely and accurate data entry in Hubbe, ensuring records remain current and aligned with program requirements.
- Support the Supervisor by conducting initial data quality checks, flagging inconsistencies, and preparing datasets for deeper review or cleaning.
- Assist in preparing aspects of quarterly monitoring reports, ensuring all information is complete and reliable before Supervisor review.
- Communicate with internal teams and R&R partners regarding missing or incorrect data, following guidance from the Supervisor and Systems and Data Analysis Specialist.

Support for Data Collection & Common Data File Activities

- Supports the Supervisor in the Common Data File (CDF) collection process by gathering required data, tracking participant submissions, and maintaining organized documentation.
- Provide basic technical assistance to child care providers to help them complete data collection requirements.
- Maintain accurate records of data collection progress for inclusion in the QSLA Data Collection Efforts report.

Hubbe Systems Support & Feature Testing

- Assist with testing and implementing new Hubbe features—such as the Provider Portal, Session-level Data project, and other tools—by conducting user testing, documenting issues, and providing feedback to the Supervisor.
- Help maintain up-to-date documentation of workflows, data entry procedures, and system updates.
- Support the Supervisor and Hubbe development team by reporting bugs, tracking enhancements, and helping ensure smooth rollout of new features.

Reporting, Communication, and Collaboration

- Support communication around data corrections, updates, and system changes across QSLA teams and R&R partners.

- Participate in committees and meetings, as needed to representing the operational data perspective.
- Maintain confidentiality and adhere to QSLA data policies and contract requirements.

Administrative & Cross-Team Support

- Maintain organized, up-to-date records of data submissions, provider information, and system documentation.
- Support the Supervisor in maintaining a centralized library of reports and data requests.
- Assist with routine tasks related to quarterly program reporting by preparing accurate, timely data extracts.
- Collaborate with the Systems and Data Analysis Specialist, funder, and R&R partners to ensure smooth data workflows and consistent communication.
- Perform other duties as assigned.

Competencies:

Job Knowledge/Quality & Productivity

- Demonstrates required job skills and an understanding of the duties, procedures, and responsibilities of the current position.
- Quality
 - Is thorough in completing work product with attention to detail and accuracy.
 - Meets quality standards, makes continuous measurable improvements.
 - Shares knowledge with coworkers.
- Productivity
 - Completes assignments accurately and in a timely and efficient manner.
 - Adjusts positively to occasional fluctuations in the workloads.
 - Routinely uses time efficiently.
 - Meet deadlines and deliver accurate work.

Accountability:

- Takes ownership and accountability for assignments and commitments, meeting assigned deadlines without additional prompting by supervisor or others.
- Updates supervisor on status, challenges, or delays
- Responds to change with a genuine desire to do what it takes to get the job done, regardless of the need to make adjustments.
- Adheres to all policies and procedures including the established work schedule.

Adaptability/Initiative:

- Adaptability
 - Demonstrates ability to appropriately deal with difficult or unpleasant circumstances, or adjusting to changing conditions, to meet job requirements.
 - Demonstrates resilience in approaching conflict, shifting priorities.
 - De-escalates stress and pressure and leads teams appropriately.
 - Has tolerance for ambiguity, can shift gears comfortably and handle uncertainty.

- Initiative
 - Identifies and addresses challenges or opportunities without being prompted.
 - Takes ownership of new projects and assignments.
 - Seeks new and /or additional on-the-job opportunities to expand personal knowledge and add value to the work group.
 - Actively seeks out resources and solutions independently.
 - Willing to assist others in times of need.

Decision Making/Problem Solving:

- Decision Making
 - Demonstrates good judgement, determines priorities, and makes decisions that support the agency's mission, values, and strategic initiatives.
 - Uses expertise and job knowledge to align perspectives with the bigger picture and agency standards when making decisions.
 - Astutely identifies and partners appropriately with relevant levels of authority to make exceptions to the rules or modify established policies and procedures when necessary.
 - Is willing to make decisions in difficult or ambiguous situations, when time is critical and when the decision may not be popular.
- Problem Solving
 - Actively anticipates and identifies potential concerns. Probes skillfully to get at the facts, asking questions and seeking information from appropriate sources.
 - Overcomes obstacles by independently identifying solutions.
 - Identifies the specific information needed to clarify a situation or to make a decision. Weighs the priority of things to be done.
 - Alerts appropriate team members of identified problems or concerns in a timely manner.

Collaboration/Communication:

- Collaboration
 - Demonstrates the ability to develop, maintain and strengthen partnerships and relationships with others inside or outside the organization who can provide information, assistance and support.
 - Contributes to team projects, exchanges ideas, opinions, and shows an interest in what others have to contribute.
 - Flexible and open-minded
 - Demonstrates awareness and respect of cultural and individual values and ideas.
- Communication
 - Expresses ideas clearly and effectively verbally and in writing, using concrete, specific language. Provides accurate, timely information (oral/written). Can clearly and concisely convey ideas in written information.
 - Demonstrates active listening, for the careful understanding and consideration of the ideas of others.
 - Responds to others in a well-organized, courteous, and effective manner.
 - Keeps supervisor informed about progress and problems; avoids surprises.

- Adapting communication methods for different audiences can get messages across that have the desired effect.
- Maintains confidentiality and appropriately shares relevant information with clients, supervisors, and other staff.
- Demonstrates effective phone skills.

Fostering Innovation/Creativity:

- Inspires others to develop and implement innovative ideas that impact the department or agency's mission and goals.
- Stays abreast of business, industry, and market information for innovative ideas and opportunities to enhance products and materials for client services.
- Demonstrates willingness to engage others in ideas sharing for potential partnering opportunities resulting in new advancements in the field.
- Personally develops new products or services, including new methodology or approaches.
- Able to cooperate and try new shared approaches to achieve goals.

Qualifications:

- Associate's degree is required; Bachelor's degree is desirable, or equivalent experience.
- Minimum of 2 years of relevant experience including task management, program assistance, data collection, and data reporting.
- Ability to manage multiple tasks and meet required deadlines.
- Strong interpersonal and customer service skills, including the ability to work effectively with diverse client populations.
- Strong organizational skills; strong attention to detail and accuracy in data entry, documentation, and record-keeping.
- Ability to identify data inconsistencies and communicate needed corrections clearly.
- Excellent time management.
- Able to work independently and collaborate with team members.
- Strong written and verbal communication skills.
- Strong computer skills, including experience with Windows, Excel, Microsoft Office suite, databases, word processing and spreadsheet software.
- Ability to use basic data tools such as filters, pivot tables, formulas, or other features to support data review and reporting.
- Understanding of the Los Angeles child care delivery system, stakeholders, agencies and child care provider population is desirable.
- Ability to be flexible, innovative, and to adapt to the changing needs of the program.
- Bilingual English/Spanish, preferred.

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.

Travel Requirements:

- Valid CA driver's license and insurance coverage which meets CA standards, if driving for work related activities
- Ability to travel at least 20% of the time to various locations across LA County (if health guidelines permit)

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.

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. Duties, responsibilities, and activities may change at any time with or without notice. All remote work opportunities are at the discretion of the supervisor and executive director and may be changed at any time with or without notice.

Senior Director, HR & IT: _____ **Date:** _____

