

DATA & EVALUATION ANALYST

DEFINITION OF WORK

The primary purpose of this position is to manage and monitor the data from the homeless management information system (HMIS) and coordinate homeless reporting activities with the local Fayetteville/Cumberland Continuum of Care (CoC). Work involves analyzing and evaluating data generated in HMIS; assisting various agencies and organizations in utilizing various reports on the system; and monitoring the performance of various agencies and generating reports of outcomes for assessing the overall performance of the homeless programs and agencies. Work may include other duties and responsibilities as required.

EXAMPLES OF WORK

Data analysis and research responsibilities include: managing the homeless management information system; assisting with the development of coordinated intake/assessment system and providing support to agencies to ensure data and reporting accuracy; monitoring outcome performance; organizing, analyzing, evaluating and developing recommendations regarding data accumulated in HMIS using standard analytical techniques and prepare technical reports that impacts homeless programs; assisting in grant application preparation and housing inventory chart, annual point in time, and annual homeless assessment report; and overseeing and managing HMIS related files, records and documents. Community facilitation and technical assistance work involves: assisting in producing and updating documents and publication for disbursement at various meetings and functions; supporting providers page completeness and CoC publications; participating and coordinating with the statewide project, HMIS update meetings, and local users meeting; and assisting CoC with coordination of annual point in time process.

EMPLOYMENT STANDARDS

Education and Experience:

Bachelor's degree in social work, public administration, or closely related human service field; supplemented by two (2) years previous experience and/or training involving community development or human services; or an equivalent combination of education, training and experience with computer support experience.

Knowledge, Skills, and Abilities:

Work requires considerable knowledge of: the methods, procedures and policies of Cumberland County as such pertains to the performance of the essential duties of Data and Evaluation Analyst; principles and practices of administering and developing supportive housing, emergency shelter, and other grants related to special populations; organization of the department, and of related departments and agencies; and terminology and related professional language used within the department as such pertains to work responsibilities. Work also requires a clear understanding of any occupational hazards and adheres to safety precautions inherent in performing the essential functions of the work; ability to establish and maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities or persons with whom the position interacts; and ability to prepare a variety of reports and documents; ability to effectively use computer applications to collect, organize and present data.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Requires a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in a standard office setting where tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances. Occasionally this position will be required to work in an outreach event which could be outdoors or in a setting without the usual or customary office equipment/functionality.

PHYSICAL REQUIREMENTS

Employees must be able to: physically perform the basic life operational functions of stooping, bending, lifting, carrying, pushing and/or pulling of objects and materials, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions; frequently exert force to move objects up to 10 pounds; and occasionally exert force to move moderate weight objects (up to 20 pounds). Employees must possess the visual acuity to prepare and review data and statistics, and operate a computer terminal. Work requires dexterity of hands and fingers in order to operate keyboard and other office equipment.