



JOB DESCRIPTION

Classification & Title:	1822 Administrative Analyst
Working Title:	Bay Area QRIS Partnership - Data System Coordinator and Analyst
Salary Range:	\$78,546 (Step 1-Entry) up to \$95,498 (Step 5-Final).
Working Hours:	Full Time
Union:	SEIU 1021 Miscellaneous
Appointment:	Permanent Exempt
Closing Date:	Open until Filled

In November 1998, California voters passed Proposition 10, the California Children and Families Act, to help make sure that our youngest children receive the best possible start. The proposition increased the tax on tobacco products to fund local family support, health care and early care and education programs that promote early child development, targeting children-from prenatal to age five-and their families. First 5 San Francisco is the public entity responsible for receiving and disbursing San Francisco's Proposition 10 funds. First 5 San Francisco receives approximately \$5.9 million per year in Proposition 10 revenues, and re-invests these public funds through grants to both public and private entities. Funds are intended to promote, support and improve early childhood development, health and parental support through coordinated resources and programs. First 5 San Francisco has a staff of 15 and is governed by a nine-member Commission, which includes experts in the fields of health, children's services and early care and education, some of whom represent city agencies and the Board of Supervisors. Additional information can be found on our website: www.first5sf.org

Position Description

First 5 San Francisco is seeking qualified applicants for the position of Data System Coordinator and Analyst. This position supports data management of a regional Quality Rating and Improvement System for early care and education (ECE) programs throughout the San Francisco Bay Area. The primary responsibility of this position includes coordination, management and analysis to assist data management system development across eight Bay Area counties working collectively to improve the quality of ECE programs across the region. Coordinator is a full-time employee of First 5 San Francisco (City and County of San Francisco).

Key Areas of Responsibilities

Liaison between Bay Area Partners and Database Vendor Staff

- Support annual negotiation of Database management contract
- Coordinate and prioritize Bay Area counties' requests for enhancements to the data system
- Coordinate and prioritize Bay Area troubleshooting requests to vendor staff

Bay Area QRIS Partnership - Data System Coordinator and Analyst Job Announcement

- Develop and implement tracking system to monitor progress on bug fixes and enhancements, following up with counties and developers as appropriate

Coordinate Bay Area Partners for Data and Analysis

- Develop and update a data dictionary for the Bay Area system (s)
- Ensure that data from multiple counties is compatible, such as by identifying differences in the use of the Site Features elements
- Periodically monitor regional data entry for completeness
- Coordinate discussion and decisions about data elements, such as the Site Features screen, Permissions feature, and “canned” reports to be created.
- Coordinate future discussions and decisions, such as the build out for the Provider Portal or combining current system data with data from other databases, and how a data base system can contribute to administration of IMPACT and QRIS block grants

Evaluation and Reporting

- As requested, compile and analyze regional data and create useful reports for the Executive Leadership groups and task groups.
- Develop info-graphics for the region to communicate regional information.
- Support the completion of regional Year-End Reports
- Support and monitor the work of regional evaluation consultants/contractors, as needed

Training Coordination

- Coordinate and/or provide webinars, one-on-one, and in-person group trainings, both beginning and intermediate levels, for new users, coaches, assessors, raters, supervisors, and data/evaluation personnel
- Develop and update an electronic users’ manual and accompanying online resources, such as Help Sections
- Serve as a resource for new counties and facilitate database mentorships

Qualifications

- Excellent project management skills
- Significant experience facilitating and supporting high-functioning groups
- Outstanding communication skills, especially at discussing data issues and analysis among persons with a range of familiarity with technical concepts or terms
- Experience working with relational databases and conducting analysis
- Knowledge of early childhood development or early childhood education structures and systems
- Demonstrated ability to produce clear and concise technical documentation
- Bachelor degree required, masters preferred.

Interested applicants should send a cover letter and resume to Wei-min Wang at wwang@first5sf.org, First 5 San Francisco, 1390 Market Street, Suite 318, San Francisco, CA 94102.