

NoRTEC

Data Analytics and MIS Manager

Job Description:

This position performs a variety of functions as the staff responsible for tracking and evaluating performance data for NoRTEC's Workforce Innovation and Opportunity Act (WIOA) and other grant programs. This position serves as the subject matter expert overseeing analysis, research, and validation of client data in the Management Information System. This position addresses reporting issues in a timely manner and oversees the resolution while engaging internal and external partners as applicable and proactively identifies data trends and provides reports and observations to stakeholders.

Candidates must have knowledge of the principles and practices of research and data analysis as well as exceptional written and oral communication skills and strong analytical, technical, and organizational skills. An ideal candidate will also have experience with interpreting federal or state program or grant requirements and evaluating performance, including data collection and reporting. Duties include collaborating with program and financial professionals to extract data, create reports based on findings and monitor key performance indicators to determine the success of initiatives. This position coordinates and performs a variety of contract and grant administration duties, prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments and managers.

Primary Responsibilities:

Analyzes and interprets program and grant performance data to complete required monthly and quarterly performance reports to include in dashboard reporting.

- Prepare reports that measure performance in relationship to required contract performance metrics.
- Maintain and oversee NoRTEC's participant data in the client tracking system (CalJOBS).
- Manage CalJOBS access for staff and subcontractors.
- Maintain and oversee NoRTEC's Eligible Training Provider List (ETPL).
- Authors and facilitates training and technical assistance sessions focusing on program performance and reporting to improve program design and implementation.
- Provides technical assistance to NoRTEC and Service Provider staff.
- Coordinates with NoRTEC and Service Provider program staff to resolve issues and concerns related to program performance and reporting.
- Responsible for verifying data integrity across grants to ensure accurate reporting.
- Prepares and presents comprehensive reports that present technical, financial, and statistical data, identify alternatives, and include conclusions, forecasts, and recommendations.
- Present data and analysis in charts and graphs and develop written reports.

- Structure large data sets to find usable information.
- Maintain a procedural desk manual as a step-by-step guide for processes related to position.
- Stay updated with the latest trends and best practices in data analysis and workforce development.
- Develop new methodologies and tools to enhance data analysis capabilities.
- Prepare performance reports for workforce development programs.
- Prepare demographic, economic and labor market information reports.
- Provide economic and demographic data to support the development of the Workforce Development Board's Annual Plan and/or grant solicitations.
- Provide economic, program and demographic data to support the development of the Service Provider's Board's Annual Plan, community presentations and communications, and/or grant solicitations.
- Attends meetings and conferences as requested.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- The ability to communicate effectively orally and in writing is essential for this position.
- Use good judgment and make sound decisions in accordance with established procedures, guidance, and policies.
- Data analytics and reporting experience.
- MIS experience, CalJOBS preferred.
- Experience with Tableau preferred.
- Knowledge of SQL queries.
- Work with numerous interruptions
- Adjust to changing priorities.
- Establish and maintain effective and cooperative working relationships with those contacted during work.
- Operate personal computers, and/or tablets, utilizing a variety of software programs including MS Power Point, MS Word, MS Excel spreadsheet applications, and experience working with databases.

Minimum Qualifications:

Experience: Two years of increasingly responsible MIS, analytics, and reporting experience in a related field.

Desired Qualifications:

Education: A bachelor's degree from an accredited college or university in Business Administration, Statistics, Mathematics, Accounting or Computer Science.

Experience: Experience with Federal workforce programs including the Workforce Innovation and Opportunity Act (WIOA). Experience creating and managing reporting dashboards and the CalJOBS MIS system.

Job Type:

This is a full-time 40 hours per week position located in Chico, California

Salary Range: \$75,000 to \$95,000.

Benefits:

NoRTEC offers a full range of employee benefits including fully paid Medical Insurance, Dental Insurance, Vision Insurance, Flexible Spending Account, Life Insurance, Accidental Death and Dismemberment Insurance, Defined Contribution Retirement Plan, 457 Deferred Compensation Plan, Vacation, Sick Leave, and Paid Holidays

Application Instructions:

Submit a cover letter, resume, and three references to:

Eric Flora

eflora@ncen.org

Closing Date:

Position will be open until filled.

If you have any questions, or need additional assistance regarding this position, please contact NoRTEC at (530) 892-9600.