



Diverse & Resilient

POSITION:	Data Specialist	DATE:	October 2011
REPORTS TO:	Data Manager	FTE:	0.5 FTE to 1.0 FTE

POSITION PURPOSE:

In achieving the organization's mission of addressing the healthy development of LGBT youth and adults in Wisconsin, the Data Specialist partners with the Data Manager to perform monitoring and evaluation activities for all adult and youth programs performed and sponsored by Diverse & Resilient. This includes an understanding of key monitoring and evaluation indicators that are reportable to federal and state agencies as dictated by federal and state HIV reporting guidelines. It also includes the development of surveys and the entry and analysis of survey results related to programming or special events. This work is exciting, engaging, varied, and challenging.

REPORTING RELATIONSHIP:

- Reports to Data Manager.
- May provide work direction to program assistants, interns, or volunteers.

ESSENTIAL FUNCTIONS:

- Position will collect HIV testing data and facilitate analysis and evaluation of the intervention consistent guidance from Center for Disease Control and Prevention (CDC).
- Collecting, entering, analyzing, and using standardized program monitoring, evaluation data, and program performance indicators related to evidence-based interventions; under supervision of the data manager, reporting data and indicators to the CDC.
- Position will assist the partner agencies with data collection, forms, and other tools to facilitate analysis and evaluation of the intervention consistent with CDC requirements.
- Establishes data entry templates that may be readily transferred to more complex data systems and allow for accurate input by less trained personnel.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.
- Performs other duties as assigned or as necessity dictates.
- The incumbent is responsible for adhering to established service standards of cultural competency and reinforcing those standards with peers, team members.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position. This does not exclude consideration of applicants who do not possess the ability to perform those skills or duties upon application:

- None currently.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- Bachelor's degree preferred, but three years of increasingly responsible work with data management may substitute.
- Minimum two years of experience performing data entry or analysis; requirement could be waived if other transferable skills are demonstrated.
- Must regularly enhance computer skills by completing appropriate training classes.
- Excellent interpersonal, communication, and customer service skills.
- Excellent detail-oriented organizational, analytical, and problem solving skills involving established methods or practices; demonstrated ability to make appropriate decisions.
- Excellent written and verbal communication skills.
- Ability to work with a high degree of autonomy throughout the workday.

Computer Skills

- Considered adept with software applications unique to the organization (i.e., word processing and spreadsheet applications, graphics software, data reporting software, etc.).

MENTAL/PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, and lift frequently throughout the workday.
- Occasionally lifts items weighing up to 20 lbs.
- Must have functional speech, vision, and hearing.
- Operates all equipment necessary to perform the job.
- Exposed to a normal office environment.