

Early Childhood Home Visiting Database/Technology Analyst **Job Description**

Alameda County Public Health Department's Maternal, Paternal, Child and Adolescent Health (MPCAH) program is seeking a Database/Technology Analyst to assist with the development of a comprehensive case management data system for the Alameda County Early Childhood Home Visiting/Family Support System of Care, which includes a variety of programs such as Nurse Family Partnership and Black Infant Health. In collaboration with key stakeholders, specifically the Home Visiting System of Care's Executive Committee and Steering Committee members, this position is responsible for developing a data collection processes and protocols that will enable the home visiting system to measure its success in meeting a defined set of common outcomes as well as federal and state performance measures required for some of the programs in the system. Building on two existing evaluation reports conducted by an independent research firm, the Database/Technology Analyst will review current data collection indicators and practices across the eleven programs within the system; develop standardized questions, refine intake forms and implement assessment tools so that all programs are collecting data in the same way; translate these findings into interfaces within the data system(s) that are user friendly and efficient; develop report queries that communicate client characteristics, key findings and program successes; and train staff on data collection processes and database use.

This is a full-time (30-40 hours per week) temporary position that will conclude once the data collection process has become operational and staff are trained, most likely within 6 to 9 months. There is a possibility that the assignment will be extended to further build out the data collection system once the below deliverables are completed. The position will report to the MPCAH Coordinator and will work closely with home visiting staff, managers and key stakeholders.

DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Database Analysis

- Based on review of the early childhood home visiting system's common outcomes framework and evaluation plan, and required federal and state benchmarks and performance measures, finalize list of common indicators and performance measures to be used by all programs
- Review current data collection practices, reporting requirements and indicators across all programs and determine what adjustments need to be made in order to standardize; map indicators across data systems as necessary
- Describe each performance measure and the data elements that define them, including how they will be documented and calculated

- Define new data elements as necessary and determine how, where and when they will be collected
- Develop a user-friendly data dictionary defining the data elements across the home visiting system for home visitor's reference
- Establish periodicity schedule for screening tools, performance measures and various client questions based on best practice standards and protocols
- Create technical specifications to meet programmatic and reporting requirements, including numerators and denominators for every field and appropriate location of data elements within the database(s) for most efficient data collection.
- Make recommendations for database enhancement that will meet business needs, including the addition of features that are user- friendly and efficient such as dropdowns, prompts and other interfaces

Report Development

- In consultation with staff, Steering Committee and Executive Committee members, and taking into account funder/program requirements, determine the type and frequency of reports that are needed
- Develop a list of recommended report templates and associated queries, including internal audit reports, needed to meet programmatic and funding needs
- Provide a summary of the status of current data collection practices across the programs that can serve as a starting point for the development of a system-wide data integrity QI protocol

Staff/Key Stakeholder Input and Training

- Work closely with home visiting staff and key stakeholders on the Home Visiting Executive Committee and Steering Committee in the execution of the above duties
- Meet with home visiting staff on a consistent basis throughout the course of the project to examine current data collection practices, solicit input on database recommendations and test proposed concepts
- In consultation with Executive and Steering Committee members, determine training needs of staff; train staff in data collection and report generation as appropriate

Minimum Qualifications

Education

Bachelor's degree required in social sciences, health statistics, epidemiology, public health, public policy, or related field. Master's Degree preferred.

And

Experience

Data analysis experience, with at least two years of experience utilizing and analyzing relational databases. Experience with data review, report development and program evaluation also required. A Master's degree may substitute for one year of the required experience.

KNOWLEDGE AND ABILITIES

Ability to

- Develop and organize processes and procedures and effectively communicate with various managers, stakeholders and groups
- Interface with staff and partners with varying technical abilities in order to understand current data collection practices
- Effectively communicate technical and procedural language using common terms
- Pay significant attention to detail
- Demonstrate initiative and work independently with minimal supervision
- Continually enhance technical skills as technical applications evolve
- Develop and maintain data collection and reporting processes
- Demonstrate cultural awareness and sensitivity in a variety of contexts
- Work well under pressure and in a multidisciplinary team setting, including collaboration and coordination with off-site third party developers and staff
- Think proactively, anticipate and identify problems, gather information/data to analyze situations, and develop effective recommendations and solutions
- Exercise sound judgment within generally established policies and procedures to select appropriate strategies and make and carry out effective decisions
- Communicate clearly and effectively, orally and in writing, to staff, partners, and the public
- Read, analyze and interpret common professional publications and related technical and business documents and information

Knowledge of

- Principles of database design and intermediate relational database queries
 - Principles of quantitative analysis
 - Research and report preparation principles
 - Basic program evaluation methodologies
 - Proficiency in Microsoft Office Suite, prefer advanced level Excel and Access, use of the internet for research
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Please submit resume and cover letter to Millie Sandhu at millie.sandhu@acgov.org by February 19th 2016