



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 039-24

OPENING DATE: 03/13/2024

CLOSING DATE: 04/01/2024

POSTED: IN/OUT

POSITION: Data Analyst
PAY GRADE: NE6 (\$22.73/hr. - \$30.69/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Head Start
REPORTS TO: Executive Director, Head Start
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Prepares statistical and narrative reports and recommendations, and provides analysis and interpretation of data as appropriate. Develops, maintains, and ensures quality control of databases and may assist in development and implementation of measurement systems. Inspection of child care programs by licensing agencies and other regulators helps ensure that child care providers are following rules for protecting children's health and safety.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops data collection for Head Start program utilizes instruments and methods for the evaluation and quality control of operational data.
- Designs and compiles special reports in response to internal and external requests in order to provide accessible data for reliable analysis, management review, research purposes and/or reporting requirements.
- Acquires and stores accurate data in a computer data base for subsequent retrieval to provide dependable analysis and reporting.
- Compiles, sorts and verifies accuracy of data. Contacts originators of source documents to resolve questions, inconsistencies or missing data.

- Collects, analyzes, interprets, and summarizes data in preparation for generation of statistical and analytical reports.
- Enters, corrects, updates, and maintains computerized collection and tracking and source documentation of relevant data.
- Maintains appropriate records of research methods and results.
- Designs, develops, and maintains specific databases for collection, tracking, and reporting of data.
- Generates all reports with complete and appropriate data and other information as required by program within specified timeframes.
- Retrieves, allocates space, and stores files and boxes of records in accordance with policies and procedures.
- Provides a variety of fiscal, administrative, and/or clerical services to department.
- Understands and maintains the project agreement to ensure compliance with rules, regulations, and special emphases in an area that may be required.
- Maintains confidentiality of all information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Associate's Degree in MIS, Business Management, Statistics, Database Management, or related field preferred.
- One year administrative with database management experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of basic health and safety standards.
- Knowledge of typical behaviors/expectations of young children.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.

- Ability to exercise independent judgment.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

PHYSICAL DEMANDS:

- Must be able to sit for up to 6 hours per day.
- Requires extensive repetitive use of hands and arms to use switchboard, keyboard, and office machines.
- Talk, hear and stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually moderate.
- Tight time constraints and multiple demands are common.
- Travel may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.