

YUMA PRIVATE INDUSTRY COUNCIL POSITION DESCRIPTION

Title: Data Specialist

Reports to: Case Management Coordinator in the Youth department

Classification: Hourly (Non-Exempt) with benefits

Revision Date: February 2023

SALARY \$17.00/Hr.

SUMMARY

Under the direction of a Case Management Coordinator, the Data Specialist provides clerical support for the Specialists and act as a backup to the MLK Youth Career Center. **This position is very detailed orientated and requires the ability to process heavy paperwork and perform data entry** in compliance with Department of Labor Employment & Training Administration (*DOLETA*) and other Grant Funded Program requirements (**continual learning and knowledge update is required**). **This position does not have regular interaction with youth.**

The Data Specialist MUST be able to adapt to change, and MUST be flexible in trying different approaches and methodologies as deemed appropriate by the Case Management Coordinator. This is a new position and revisions will be made as needed.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRIMARY RESPONSIBILITIES

1. Verify/Review/Completeness and Accuracy of Participant Files & Perform Data Entry Supporting Skills

- Maintain participant files and records, upload documents, open and close activities as per policy.
- Verification that all information has been received and properly uploaded/filed.
- Verify accuracy and completeness of data.
- Master the use of mandated state/grant funded database systems, to ensure: timeliness, accuracy, completeness, and comprehension.
- Perform data entry and verify State Data Validation.
- Run reports to check against client files to ensure accuracy.
- Maintain up to date, accurate required monthly reports.
- Confer with Youth Services staff to ensure accurate and timely information is provided to maintain required reports.
- Run queries/reports as needed.
- Complete documents such as, but not limited to, budgets as needed.

2. Provide Clerical Support Supporting Skills

- Review and maintain electronic internal documentation for participants enrolled in the program
- Follow and comply with electronic documentation procedures provided by the state or compliance department for active files
- Prepare client files and reports.
- Prepare statistical, narrative and/or written correspondence.
- Collect participant time-sheets as needed
- Compose correspondence using proper grammar, punctuation, and spelling.
- Responsible for delivery of various documents and files to other offices.

3. Provide Back-up Support Supporting Skills

- Provides backup for the MLK Youth Career Center front desk reception areas as needed; handle main switchboard (multi-line phones as needed).
- **Demonstrate welcoming, professional attitude at all times.**
- Assist MLK Youth Career Center clients with a variety of tasks: TABE/Pre-GED assessments, facilitate Youth Services Orientation, maintain Job Board and issue referrals.
- Assist co-workers and/or other departments as assigned by supervisor as needed.

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language

Expression: The ability to communicate information and ideas so others will understand (respond effectively to the most sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).

Comprehension: The ability to listen to and understand information and ideas presented (**respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, and the general public).**)

Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience.**

Written Comprehension: ability to read and understand information and ideas presented in writing.

Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).

Reading Comprehension: **Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).**

Fluency in the English language is highly desired.

Mathematics

Apply mathematical concepts such as addition, subtraction, multiplication, division, fractions, percentages, and ratios.

Reasoning

Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).

Deductive Reasoning: **ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).**

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Critical Thinking: **The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Interpret a variety of technical instructions.**

Technology

Demonstrate **proficiency** in software including but *not limited to* Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).

Demonstrate proficiency in Internet usage.

Ability to comprehend and utilize various software specific to grant funded programs.

Socioeconomic

Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory

Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.

Time Management: Managing one's own time and the time of others.

Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Has no direct supervisory responsibility.

Interpersonal

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Service Orientation: Actively looking for ways to help people (without overstepping your boundaries).

Must possess excellent interpersonal skills.

Must demonstrate excellent self-control and confidence during presentations.

Flexibility in daily tasks to meet the needs of the Youth Services department and Grant Funded Compliance requirements.

Physical Demands

Operate keyboard, mouse, copier, fax, scanner and other office equipment.
Lift at least 5 – 25 lbs.

Other

Demonstrate client-interviewing skills.
Demonstrate data entry and retrieval skills.
Demonstrate appropriate interpersonal skills to accomplish tasks.
Interpret federal and state rules and regulations.
Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance (**\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage**).
Must possess or be able to obtain an AZ Level One Fingerprint Clearance Card.
Must clear a background check with Central Registry Child Safety.
Must demonstrate the Core Values of the Organization.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and a minimum of **three (3) years clerical experience, two (2) of which must have included a responsible level of organization of various clerical duties.**

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters in an office environment while performing the essential functions of this position. The noise level is moderate for an office environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.