



## JUVENILE WELFARE BOARD

*The Juvenile Welfare Board of Pinellas County funds initiatives designed to improve outcomes for community's vulnerable children in four strategic focus areas: school readiness, school success, preventing child abuse, and strengthening communities*

### JOB OPPORTUNITY

#### **HIRING RANGE: \$50,997.44- \$65,686.92 (PG-22)**

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

**Position Title:** Data Evaluation Analyst      **Department:** Community Collaborations & Program Quality  
**Reports to:** Performance and Evaluation Manager      **Status:** Exempt

**Position Purpose:** This position is responsible for providing technical assistance to the Performance and Evaluation team, Data Analytics team, and external partners in the collection and processing of data.

#### **Responsibilities:**

- Responsible for the management and organization of large data sets related to JWB funded programs and initiatives; implements cleaning, organizing and processing of the data
- Implements and maintains libraries related to data, reports, and presentations
- Performs data analysis and prepares tables, charts, reports, and graphs for presentations or reports
- Works closely with program evaluation team in the monitoring of JWB funded programs and initiatives including: data quality, data collection, quantitative and qualitative analysis, and reporting
- Assists with creating SQL Views and reports from SQL Server Reporting Services (SSRS) from the Operational Data Store and Data Warehouse to make data available to staff for analysis
- Provides technical assistance to JWB providers involving JWB data systems
- Member of the data analytics team and data committee to ensure data integration is standardized, clean and consistent
- Backup to the FSI Service Point Administrator
- Works cooperatively on inter and intra departmental teams to accomplish established team objectives and timeframes
- Other duties as assigned

#### **Specifications:**

- Bachelor's Degree in human services, public administration, social science, or related Information and Technology field.
- Two years of experience in research, program evaluation and/or human services evaluation.
- Strong knowledge of relational databases and ability to write complex SQL queries.
- Experience in technical report writing, SRSS preferred.
- Proficient in SPSS to manipulate, manage and analyze large datasets.
- Ability to use Microsoft Access, Word, Excel, PowerPoint, and spreadsheet applications.
- Detail oriented and solution focused.
- Strong written and verbal communication skills with the ability to communicate high level technical details to non-technical staff at all levels of the organization.
- Knowledge of workflows and process requirements of complex application systems.
- Demonstrated ability to be the subject matter expert in supporting, maintaining, and administering data sets.
- Excellent problem solving/analytical skills and knowledge of analytical tools.
- Ability to manage multiple projects at the same time in a fast-paced environment and learn new content areas or acquire skills quickly when required. Display a professional attitude and work habits while working in teams and collaborating with others.
- Ability to present complex information to diverse audiences in an understandable format.

#### **Additional Requirements:**

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

**Interested Applicants: Please submit resumes by Monday, June 8, 2020 to:**  
**Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.**  
**14155 58th Street N. Clearwater, FL 33760**

email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://www.jwbpinellas.org)

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.*

*Applicants interested in claiming Veterans' Preference please apply at: [www.jwbpinellas.org](http://www.jwbpinellas.org)  
All applicants are advised that applications in Florida become a matter of public record upon receipt.*