

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Performance Data Analyst
DIVISION/OFFICE: Office of Performance Management (OPM)
BULLETIN No: 02072019
HOURLY RATE: Commensurate with Experience
OPENING DATE: July 18, 2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Responsible for data integrity inspection as well as data analysis of all data entered in information systems used by UPO. Support the Office of Performance Management by conducting desk audits, on-site data verification, periodic data deep-dives and developing presentations, reports and spreadsheets that provide operational and administrative insight to UPO’s leadership team. Train and coach staff to use data systems and tools. Manage and execute the annual setup in UPO’s Central Client Data and Case Management Tracking system for all programs. Extract data from all systems for the purpose of agency level aggregation and fulfilling internal and external data requests. Develop and maintain dashboards and report templates for use agency-wide. Support the Director of the Office of Performance Management in the preparation of the agency’s monthly reports, annual report, the CSBG Annual Report as well as other specific reports required by funders and for stakeholders. Create and identify tools to improve the efficiency of data entry and compliance reporting. Help prepare data for monitoring and evaluation.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public/business administration, social sciences, public policy or management information systems. Two (2) years of increasingly progressive data and impact analysis. The position requires original analysis and report writing. The ideal candidate will be familiar with the social and economic issues facing the low income and special populations including those of diverse cultural backgrounds. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal. A combination of education and experience may be considered. Travel to various sites by personal vehicle or public transportation will be required for the purpose of conducting onsite data integrity validation.

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DESIRED QUALIFICATIONS:

Three (3) years of relevant work experience in addition to a Bachelor's degree. Extensive use of quantitative analysis in Excel and/or Access. Strong grasp of basic statistics. Experience with Prophix and other reporting tools. Experience with SharePoint, Coding, Scripting and Programming Languages. Clear and effective communication skills. Track record of data analysis, data validation, dashboard support, report template creation and executive team support via the conversion of data into business intelligence.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS NOT in the collective bargaining unit of the CWA Union.

To be considered for this position:

Submit your cover letter and resume to upojobs@upo.org

or

**fax your cover letter and resume to
202/319-3237.**