

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: 02062021
HOURLY RATE: Commensurate with Experience
OPENING DATE: May 6, 2021
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Program and operations data integrity inspection, data analysis of all data entered in client data tracking information systems used by UPO, desk audits, on-site data verification, periodic data deep-dives, developing presentations, developing reports and spreadsheets that provide operational and administrative insight to UPO’s leadership team, training and coaching staff to use data systems and tools, managing and executing the annual setup in UPO’s Central Client Data and Case Management Tracking system for all programs, extracting data from all systems used for the purpose of agency level aggregation and fulfilling internal and external data requests, developing and maintaining dashboards and report templates for use agency-wide, supporting 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, creating and identifying tools to improve the efficiency of data entry and compliance reporting, preparing and analyzing data for internal and external monitoring and evaluation activity.

BRIEF DESCRIPTION

Conduct onsite compliance monitoring and outcome evaluations of assigned internal and/or external programs. Document program compliance with funding agreements. Analyze outcome performance and provide technical assistance to program staff in areas of operational weakness and address operational deficiencies. Monitor program components for compliance with applicable standards, agreements, and regulations. Identify items or areas of noncompliance and develop recommendations for immediate corrective action. Follow-up on recommendations at the end of the corrective action period and document compliance or the lack thereof. Audit staff data entry and provide feedback on accuracy, frequency and substance of entries. Train agency staff and partners to use monitoring and evaluation data for program improvement. Prepare written, edited and grammatically correct reports following each monitoring visit, desk audit, program analysis, data analysis or program evaluation. Reports must detail process followed, findings, results and investigation findings. Determine accuracy of information and calculations and document problems identified.

Vacancy Announcement – Performance Data Analyst
Page Two

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, program monitoring or evaluation experience, including program and evaluation 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. Experience in Community Action and/or childcare, programs, particularly Head Start is a plus but not required. Travel to various sites by personal vehicle or public transportation will be required for the purpose of conducting onsite monitoring of programs.

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

DESIRED QUALIFICATIONS:

Two (2) or more years of relevant work experience. Extensive use of quantitative analysis in Excel and other in reporting tools. Clear and effective written and spoken communication skills. Solid and measurable track record documenting program/project effectiveness as well as analyzing data with the goal of drawing inferences to advise executive teams and to inform stakeholders.

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

ALL VISITORS TO UPO FACILITIES:

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**