

**WOMANHAVEN, a  
CENTER FOR FAMILY SOLUTIONS**

<b>Department:</b> Statistical	<b>Location:</b> TBD
<b>Job Title:</b> Data Entry Analyst	<b>Salary Range:</b> \$15-18/hr
<b>Reports To:</b>	<b>Title:</b>
<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Hours</b> <u>40hrs</u> / week <input type="checkbox"/> Exempt Position <input checked="" type="checkbox"/> Non-exempt Position

**Summary:** The Data Entry Analyst uses skills as an experienced research professional with in-depth understanding of statistical analyses and statistical software programming techniques. Provides data management oversight. Conducts complex statistical analyses on multiple projects, interprets results. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Work with client data to solve real-world predictive modeling, forecasting, and resource planning problems.

**ESSENTIAL FUNCTIONS:**

- Designing, analytical and agency level reports according to predefined WomanHaven data base standard formats and schedules.
- Generating funding-related reports and data analysis for WomanHaven grantors.
- Deactivating/retiring reports, as needed.
- Communicating data quality trends.
- Communication significant application issues and/or system enhancement request to the WomanHaven data base System Administrator and/or Executive Director.
- Reviewing and updating agency information in WomanHaven data base, including agency-defined fields, user access, initially, and ongoing capacity.
- Data processing clerk (client intake reports)
- Prepare and analyze statistical reports (tables, graphs and charts)
- Develop equations and spreadsheets for analyzing specific types of data
- Compile monthly and quarterly statistical reports for multiple grants
- Analyze existing program data on a weekly basis
- Import data into Excel and/or other database
- Perform data clean-up; identify data discrepancies; generate basic descriptive statistics
- Query and analyze data; generate charts showing trends, correlations
- Perform basic statistical testing; perform regression analysis under the guidance of the project manager; generate summary charts for reporting
- Develop reports (Word and PowerPoint) to document analysis and results  
Provide training to new database users
- Provide on-going training to current users and send updates via email
- Create training manuals

**OTHER RESPONSIBILITIES:**

- 1) All other duties assigned by the Executive Director.

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<b>SUPERVISORY RESPONSIBILITIES:</b>
None
<b>INTERNAL/EXTERNAL RELATIONSHIPS:</b>
1) Ability to build a broad working relationship with staff and clients.
<b>EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE REQUIRED/PREFERRED:</b>
<ul style="list-style-type: none"><li>• Currently enrolled in a B.S. or M.S. program in industrial engineering, business, statistics, or closely related discipline (P)</li><li>• Coursework or work experience with statistical analysis is required (R)</li><li>• Available to work for an 8-10 week period between May 15, 2019- August 31, 2019.</li><li>• Available for work with no time off for the months of January, April, July, October</li><li>• Knowledge of basic to intermediate level Statistics (P)</li><li>• Proficiency in Excel (Pivot tables, Pivot and Trend charts, Data tables, and Look-Up functions) (R)</li><li>• Proficiency in Microsoft Word and PowerPoint (R)</li><li>• Strong communication skills, oral and written(R)</li><li>• Candidates with experience in queries and basic programming language (any of C, C#, VB, Java, python etc.) is a plus</li></ul>
<b>LICENSES AND CERTIFICATES:</b>
1. Take required Annual Trainings as provided by the employer. HIPPA, Compliance, Cultural Competency.
<b>HIRING REQUIREMENTS:</b>
<ol style="list-style-type: none"><li>1. Must be able to obtain background and drug test clearance.</li><li>2. Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment. <u>Please note: Upon job offering a current California driver's license and a driving record acceptable to the Agency's insurance carrier is required.</u></li><li>3. Own reliable transportation is required.</li></ol>