



CHILD CARE ALLIANCE OF LOS ANGELES
California Early Care and Education Workforce Registry
Registry Data Administrator

Position Description

Position Title: Registry Data Administrator
Reports To: Registry Operations Manager
FLSA Status: Non-Exempt

SUMMARY

The Data Administrator is responsible for data clean up, running reports, ensuring data imports/exports are functioning according to established timelines, and maintaining the data security and quality assurance procedures, policies, and protocols of the California Early Care & Education (ECE) Workforce Registry in Los Angeles County.

The Data Administrator will work in close collaboration with the Registry Operations Manager and Statewide Program Manager to support ongoing development and improvements to the Registry to ensure project success.

QUALIFICATIONS

- BA/BS degree required
- Direct experience working with data systems, data entry, and data management including protocols, and policies and procedures to support these areas
- Solid understanding of data integrity, data security, and quality assurance practices
- Experience with managing information fields in a database
- Adept with Microsoft Outlook, Word, and Excel; experience with SPSS and Access preferred
- Knowledge of data collection, cleaning, and reporting practices
- Effective organizational and time-management skills
- Ability to focus on details and adapt well to change
- Good, problem solving, and critical thinking skills
- Ability to exercise confidentiality, discretion and good judgment
- Familiarity with child care provider population in LA County
- Strong written and verbal communication skills
- Ability to work collaboratively with others at all levels of an organization
- Experience and ability to work well with diverse client populations

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform data clean up, run data reports, and ensure data imports/exports are functioning according to established timelines
- Implement quality assurance processes, maintaining current data and data integrity; provide recommendations for quality improvements
- Conduct periodic data audits, risk assessments and ongoing compliance monitoring activities to identify any areas for improvement.



- Fulfill reporting requirements and data requests as approved by Registry management
- Assist Registry Program Manager, Operations Manager, and Program Director with writing reports and disseminating project information as required and/or necessary
- Work in collaboration with the Registry Program Manager to support ongoing development and improvements to the Registry to ensure project success
- Represent CCALEA and Registry at meetings as needed
- Participate in community events as needed
- Perform other duties as assigned by the Operations Manager

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Salary Range: Competitive salary, commensurate with prior experience, education, skills and abilities. Full time position with competitive benefit package. Range is \$25.00 - \$27.85 per hour.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

For immediate consideration, send resume and cover letter to:

Karla Perez, Registry Operations Manager
karla.perez@ccala.net

Child Care Alliance of Los Angeles
Los Angeles, CA