



**CHILD CARE ALLIANCE OF LOS ANGELES
Data and Evaluation Specialist
Job Announcement**

Job Title: Data and Evaluation Specialist
Department: Quality Start Los Angeles
Reports To: QSLA Program Manager
Effective Date: September 2021

***Please note this is an office-based position temporarily working remotely**

Summary:

The Data and Evaluation Specialist, under the supervision of the QRIS Program Manager, will be responsible for collecting, cleaning, and evaluating data for analysis, utilizing methods that ensure data quality and integrity. Other responsibilities include basic data analysis and reporting, and providing technical assistance, and designing surveys to support the Child Care Alliance of Los Angeles' scope of work for the Quality Start Los Angeles grant programs.

The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent, and quality child care throughout Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Quality Start Los Angeles (QSLA), the quality rating and improvement system (QRIS) implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office for the Advancement of Early Care and Education, Child360, and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County. The QSLA coaching program continues building on the Gateways for Early Educators™ professional development system offered at the Los Angeles child care Resource & Referral (R&R) agencies.

Duties and Responsibilities:

Data Collection and Data Quality:

- Conduct data collection activities utilizing multiple databases and data sources
- Conduct data quality checks and utilize data cleaning techniques
- Provide technical assistance to others
- Support in the creation of new data collection and data analysis activities to support program reporting, trend analysis, etc.
- Maintain a library of QSLA's data reports and research questions

Reporting:

- Produce basic reports to fulfill reporting requirements of various projects
- Use data to report trends and areas within programs that need further analysis by program staff
- Communicate data findings to program managers and related program staff, as applicable

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- Make recommendations about improving data quality
- Utilize data to respond to information requests

Committee and Group Participation:

- Actively participate in internal and external meetings, trainings, and committees, as requested
- Use data-driven research to help influence external communication and other outreach/advocacy materials

Additional Responsibilities:

- Maintain project compliance through knowledge of and adherence to the QSLA contracts' Scopes of Work.
- Maintain confidentiality of data in compliance with agency and project policies.
- Maintain effective communication with Alliance agencies, QSLA participants, collaborative partners, funders, and others to ensure effective program implementation and achieve project deliverables.
- Perform other duties as assigned.

Qualifications

Education/Experience

- BA degree required in Education, Social Sciences, Psychology, Sociology, Human Development, Public Policy, Mathematics, Information Science, or any other related fields with coursework in statistics and research methods
- Minimum of one year of organizational / project experience involving program and or outcome evaluation, survey/protocol development, data collection, and data management or an equivalent amount of combined education and experience to perform the duties as described

Knowledge

- Significant knowledge of MS Word, MS Excel, and general office procedures required
- Demonstrated knowledge of quantitative and qualitative research methods and program evaluation, preferred
- Experience using R Studio to help gather, compile, analyze, and report information
- Minimum knowledge of R Studio's table() and subset() functions, as well as the dplyr library
- Demonstrated knowledge of software applications used to create, administer, and analyze surveys (e.g., Qualtrics, Survey Monkey, Typeform) required
- Knowledge of data visualization tools, such as Tableau
- Knowledge of the Early Education field, preferred
- Knowledge of evaluation tools/measures that are common to the Early Education field, preferred

Skills

- Strong organizational and time management skills and the ability to prioritize and manage multiple tasks to meet deadlines efficiently and accurately
- Strong problem solving skills; proficient in critical thinking
- Ability to anticipate challenges and identify appropriate solutions
- Excellent analytical skills and attention to detail



- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent ability to effectively and diplomatically work with a diverse population of clients and customers; creating a positive atmosphere and approach, as well as creating a positive experience for agency staff, management, and clientele at all times
- Must possess a high level of customer service skill to positively interact with partners even during stressful or challenging circumstances

Abilities

- Ability to implement qualitative and/or quantitative forms of data collection with linguistically and/or culturally diverse populations
- Ability to thoughtfully balance program and evaluation needs and interests
- Ability to coordinate data collection from staff or partners outside of the department or agency
- Ability to ethically handle personally identifiable information (PII) required
- Ability to troubleshoot data problems (e.g. via Google, Stack Overflow, etc.)
- Spanish language fluency (written and spoken) is preferred
- Ability to travel to meetings in Los Angeles County, as required
- Valid CA driver's license and insurance coverage, which meets CA standards, if using a personal vehicle for work related travel

Competencies

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Quality:** Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.
- **Professionalism--**Approaches others in a respectful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.

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.



Salary Range: Competitive salary, commensurate with prior experience, education, skills, and abilities. Full-time position with competitive benefits package. Range is \$24.00 - \$26.00 per hour, with non-exempt FLSA status.

For immediate consideration, send resume and cover letter to:

Ilyssa Foxx, QSLA Manager at [hiring@ccala.net](mailto: hiring@ccala.net). Please include the position title in the subject line.

Email submissions only. No phone inquiries, responses will be sent only to individuals meeting the outlined requirements of the position. This program is contingent upon grant funding.

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

The Child Care Alliance is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all our employment practices, including selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to race, color, medical condition as defined by the State Law, ancestry, religion, national origin, race, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions or any other legally protected status.

For more information, please visit our website: <http://www.ccala.net/>