



**Announcement**

<b>Job Posting</b>	<p align="right"><b>Internal Date Posted: February 2, 2012</b>  <b>External Posting Date: February 2, 2012</b>  <b>Closing Date: March 2, 2012</b></p>
<b>Position Title:</b>	<b>Data Analyst Training &amp; Quality Assurance</b>
<b>Salary Range:</b>	Minimum \$42,827 to \$53,539 (Level 212) – Scheduled for 40 hours a week
<b>Minimum Education:</b>	Bachelor’s degree in Information Systems, Urban Planning, Computer Science or Quality Assurance or a related field. A combination of related education, technical training, and experience will be considered.
<b>Minimum Experience:</b>	2 years experience in delivering technical training and one year of experience in managing large customer or client electronic data stores.
<b>Minimum Knowledge, Skills &amp; Abilities:</b>	<ul style="list-style-type: none"> <li>• Must possess hands-on knowledge and experience with delivering database training, preparing training materials and documents.</li> <li>• Ability to train individuals on assigned data systems and to provide technical assistance to off-site users.</li> <li>• Proficiency in PC applications including but not limited to: PowerPoint, MS Access, Excel and Word.</li> <li>• Must possess good oral and written communication skills in order to clearly communicate technical concepts to users and staff.</li> <li>• Strong planning, coordination and facilitation skills with a strong attention to detail, consistency and accuracy.</li> <li>• Ability to work and interact with a diverse group of users and staff.</li> <li>• Ability to maintain confidentiality.</li> <li>• Must have valid driver’s license and insured vehicle.</li> <li>• Experience in data warehousing, use of data stores and Crystal Reports is desirable. Site Administration experience with Social Solution’s ETO Software also desired.</li> </ul>
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work with the Data Manager and Contract Monitors to define paper flow, document verification processes, and data entry steps to ensure that all electronic data is complete, accurate, and consistent with program and management needs.</li> <li>• Assist with developing and maintaining knowledge of organizational and service specific outcome objectives and other performance standards captured in the agency’s ETO database.</li> <li>• Train department, program staff and partners in the processes required for their specific client/vendor data capture responsibilities. This will include but not be limited to ASSET, ETO and other local electronic and paper data sources.</li> <li>• Communicate with the MAWIB partner agencies, internal staff and other agency employees to research missing data and resolve reporting problems.</li> <li>• Organize and implement monthly staff performance feedback tool for the agency’s contracted partners.</li> <li>• Produce and generate reports on status of data collection for contracted services and other elements identified for partner performance. Produce reports to support program requirements as well as general statistical data to support MAWIB management objectives.</li> <li>• Assist in data collection and analysis needed to electronically publish required or desired Program reports on a monthly/quarterly basis.</li> <li>• Interact with some partners, CBO’s or other sources regarding the form, format and processes related to client data capture as well as reporting needs.</li> <li>• Keep current with program data requirements, database technologies and related information.</li> </ul>

*Interviews may be conducted during the posting period.*

<b>To Apply:</b>	Send cover letter and resume, stating the position that you are applying for, to: Human Resources Milwaukee Area Workforce Investment Board (MAWIB) 2342 N. 27th Street Milwaukee, WI 53210 Fax: (414) 225-2375; E-Mail: <a href="mailto:hr.manager@milwaukeeewib.org">hr.manager@milwaukeeewib.org</a>
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