

Job Summary:

Collect, monitor and enter data into various database systems and printout required information. Serve as a resource to program staff, community partners, and families. Receive supervision from the Data & Information System Manager or higher-level management.

Essential Functions:

- Collect, monitor, and enter data into various database systems.
- Communicate with appropriate program staff for verification and accuracy of data.
- Prepare reports as determined by timelines or request.
- Assist in maintaining office equipment and supplies.
- Prepare and maintain documents, case records, reports, files and logs using a variety of automated software programs.
- Monitor and evaluate programs for compliance with federal, state, local and program rules, regulations, policies and procedures.
- Collect, analyze and synthesize data and develop recommendations for corrective action or training needs.
- Work collaboratively with supervisors and content area coordinators to ensure that program philosophy, Head Start Performance Standards and other federal, state and local laws, and regulations are implemented.
- Assist program staff to resolve discrepancies on issues of eligibility for services.
- Participate in the annual self-assessment, community assessment, and other information gathering processes.
- Perform other duties as assigned.

Knowledge and/or Abilities:

- **Abilities to:**
 - Read, interpret, and apply federal and state regulations, policies, and procedures.
 - Communicate clearly, concisely, and professionally, both verbally and in writing.
 - Provide courteous service and support to internal and external customers.
 - Work independently, and collaboratively to define and set priorities.
 - Proficient in computer literacy skills.
 - Prepare a variety of letters, emails, reports, and documents.
 - Use computer software programs, including but not limited to Microsoft Word, Excel, Outlook, PowerPoint, and other data management programs.
 - Track monitoring data and prepare complex reports.
 - Define problems, collect data, establish facts and draw conclusions.
 - Recognize and maintain confidentiality.
 - Speak, read and write English necessary.
- **Knowledge of:**
 - Federal, state, local regulations and program policies.
 - Data entry and data verification.
 - Alphabetical, numerical, and non-numerical filing systems and procedures.
 - Report and form design.
 - Production methods.

- Basic math.
- Personal computers, automated systems, equipment, software programs, and applications.

Working Conditions and Physical Abilities: All sites within the region including office, preschool, private home; Occasional travel using personal vehicle for work related activities; Moderate noise level; Sitting and standing for extended periods of time; Regularly lift and move up to 35 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching.

Education and Experience Required:

- Level I – Requires an Associate’s Degree AND two (2) years of experience with data systems or office clerical work.
- Level II – Requires a Bachelor’s Degree AND three (3) years of experience with data systems or office clerical work.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.