



Job Posting

Data Specialist

Position Type:

Full-Time

Days:

Monday – Friday

Hours:

8:30 AM – 5:30 PM

Open To:

Internal & External

Department:

Administration

Reports to:

Director of Programs

Management:

No

Position Status:

Non-exempt

Salary:

\$36.03 Hourly

Benefits:

- Medical
- Dental
- Vision
- 403(b)
- Aflac
- Life/ADD
- LTD
- FSA

Date Updated:

8/17/2022

Are you an experienced data professional with a desire to analyze, collect, sort, and create testable electronic data? Do you enjoy compiling data and creating reports? Are you able to present your findings in a professional, yet easy to understand manner? This may be the position you've been waiting for.

WHO WE ARE:

Solano Family & Children's Services creates connections for families and child care providers to support the healthy development of children for a thriving community. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

WHAT YOU'LL DO:

The Data Specialist is responsible for data collection, cleaning, analyses, and reporting to inform decision making, planning, and continuous improvement.

OUR IDEAL CANDIDATE:

Our ideal candidate should be proficient with a variety of responsibilities including data analyses procedures; acquiring and compiling data from appropriate resources – verifying its quality, accuracy, and reasonableness; checking source data to verify completeness and accuracy; performing analysis of data; as well as translating and presenting the data.

- Bachelor's degree in a related field, or equivalent work experience
- At least three years statistical and/or data analytics experience
- Non-profit experience a plus
- Prepare and submit various reports
- Communicate issues and provide regular feedback
- Regular attendance and schedule adherence

WHAT ELSE YOU SHOULD KNOW:

Drug screen and background check required after offer of position. Full job description is available on our website at www.solanofamily.org or request via email at kparkham@solanofamily.org. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Application Information

To Obtain an Application:	Application Submission:	Additional Information:
<ul style="list-style-type: none">• Visit our website at www.solanofamily.org• Request via email at kparkham@solanofamily.org• Visit our office at 421 Executive Court North, Fairfield, CA 94534	<p>An agency application must be completed and submitted to:</p> <p>Solano Family & Children's Services Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: kparkham@solanofamily.org</p>	<ul style="list-style-type: none">• Only the candidates who meet the job requirements will be invited to test and interview• Employment is conditional pending satisfactory results of all requirements• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check

An Equal Employment Opportunity Employer M/F/B/D/V