



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 – \$46.24/hour

**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
- Experience with SQL and Tableau or similar product
- 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](http://www.solanofamily.org) or request via email at [JYarrow@solanofamily.org](mailto:JYarrow@solanofamily.org). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

**Application Information**

<b>To Obtain an Application:</b>	<b>Application Submission:</b>	<b>Additional Information:</b>
<ul style="list-style-type: none"><li>• Visit our website at <a href="http://www.solanofamily.org">www.solanofamily.org</a></li><li>• Request via email at <a href="mailto:JYarrow@solanofamily.org">JYarrow@solanofamily.org</a></li><li>• Visit our office at 421 Executive Court North, Fairfield, CA 94534</li></ul>	<p>An agency application must be completed and submitted to:</p> <p><b>Solano Family &amp; Children's Services</b> Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: <a href="mailto:JYarrow@solanofamily.org">JYarrow@solanofamily.org</a></p> <p>Or faxed to: 707.863.9772 Attention Human Resources</p>	<ul style="list-style-type: none"><li>• Only the candidates who meet the job requirements will be invited to test and interview</li><li>• Employment is conditional pending satisfactory results of all requirements</li><li>• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check</li></ul>