

## **DATA ANALYST – MY CHILD CARE PLAN**

**SUMMARY:** We are looking for an experienced Data Analyst to dive deep into our data, work collaboratively with partners across the state, and share insights with our team and beyond. The My Child Care Plan Data Analyst will be responsible for reviewing our child care provider data set, developing reports, and troubleshooting data issues. The Data Analyst will work under the supervision of the Database Manager to implement a data quality assurance and technical assistance plan to support statewide database users. A successful candidate will demonstrate technical expertise to ensure the quality and accuracy of data in the My Child Care Plan Database. This is a temporary position that will extend through June 2023.

**ABOUT MY CHILD CARE PLAN:** MyChildCarePlan.org is a website and support platform designed to provide California's families with the information they need to make the best possible child care choices for their children. With MyChildCarePlan.org, parents can access the information they need to find child care they can trust, and providers can easily promote their services to families who need them. The site relies on data collected by the state of California, and by a state-funded network of Child Care Resource and Referral (R&R) Agencies which operate in each county. MyChildCarePlan.org utilizes this data to help California families find child care that meets their needs.

**ABOUT THE NETWORK:** The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers in its 58 local member agencies throughout California. The Network and its local members inform parents and the general public about available, quality child care and assist child care providers in serving their communities. Since 1980, the Network has provided leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the web site at <http://www.rnetwork.org>.

### **JOB RESPONSIBILITIES**

- Provide technical assistance to R&R organizations using the My Child Care Plan Database (MCCP DB).
- Partner with Network research team to provide technical assistance to the local member agencies on data collection techniques, and helping local member agencies use data for planning and policy.
- Work with the Research team to support user group on data definitions and standardization of fields collected in the database.
- Review child care provider data for consistency across the state.
- Respond to help desk tickets as appropriate.
- Help train and onboard new R&R organization staff on using the MCCP DB.

- Design database training and support materials to maintain quality and accuracy of data.
- Create user manuals to support database usage and to document changes made for record keeping purposes.
- Assist with statewide data integration projects and support consistent data definitions.
- Create and present quarterly data summary reports for management review.
- Other duties as appropriate.

## **QUALIFICATIONS:**

*Research shows that women and people from underrepresented groups often only apply to jobs if they meet all of the qualifications. However, no one ever meets 100% of the qualifications. The R&R Network encourages you to break that statistic and to apply. We look forward to your application.*

- 2 years of related work experience in data and analytics
- Experience using data and analysis to communicate ideas and make recommendations
- Ability to engage cross-functional audiences in conversations about analysis and data
- Highly analytical and quantitative with strong self-discipline
- Work effectively and efficiently alone and within teams: self-starter and self-directed while committed to communication and collaboration
- Excellent time management skills: ability to prioritize work accordingly and manage multiple tasks
- Strong knowledge of data processes and information systems
- Excellent research skills and the ability to interpret analytical data to assess and improve information systems
- High-level written and verbal communication skills
- Bachelor's degree in Mathematics, Statistics, Public Policy, Research, or quantitative focused study, or comparable experience in the field
- Knowledge of child care systems and/or other social service programs preferred
- Familiarity with user analytics and/or marketing analytics a plus

## **POSITION AVAILABLE:**

**Data Analyst**

**Full-time/Non-Exempt**

**\$65,000-70,000 depending on experience**

**Excellent benefits incl: paid vacation and sick time, health and dental insurance**

## **APPLICATION DEADLINE:**

**February 21, 2022 (Open until filled)**

## **START DATE:**

**ASAP**

## **ESTIMATED END DATE:**

**June 30, 2023**

## **APPLICATION PROCESS:**

Please email cover letter and resume to [jobs@rrnetwork.org](mailto:jobs@rrnetwork.org).

*The California Child Care Resource and Referral Network is an Equal Opportunity Employer. People of color, women, immigrants, youth, LGBTQ, and people with disabilities are encouraged to apply!*