Job Description

Job Title:	Data Science and Analytics Manager
Department:	Management Information Systems
Reports To:	Chief Information Officer
FLSA Status:	Exempt
Approval Date:	May 14, 2021
Review/Revision Date:	May 14, 2021
Salary Range:	$66,224 - $98,567
Funding:	Grant
Duration:	Indefinite

ORGANIZATION AND PURPOSE

Workforce Solutions Alamo is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. Workforce Solutions Alamo is responsible for over $100 million dollar budget consisting in local, state, and federal funds. Our mission is Working to Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. We are guided by the core values of Integrity, Excellence, Innovation, Collaboration, and Accountability.

Workforce Solutions Alamo is governed by a 25-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

GENERAL DESCRIPTION

The Data Science and Analytics Manager leads the Department of Management Information Systems and performs advanced work in planning, research, project management, and workforce and labor market modeling and analysis to ensure the effective and successful implementation of the regional operations of WSA and its partners in the Alamo region.

Work involves establishing and implementing departmental goals and objectives in alignment with WSA Local Plan; analysis and synthesis of data products and reports; and supervision of MIS and data team; Works under general supervision with moderate latitude for the use of initiative and independent judgment. Performs other relevant duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with internal and external stakeholders and networks to assess data needs and create and support execution of plans to address those needs.
- Visualize workforce, labor market, and other data and results electronically with an emphasis on disaggregation by race/ethnicity, gender, economic disadvantage, and other categorical data.
- Acquire and analyze secondary education and workforce data that support strategic planning and decision-making across the 13 county Alamo region.
- Maintain internally- and externally facing scorecards that track progress in achieving their strategy targets and track UP Partnership's collective progress across networks.
- Attend all relevant meetings with internal and external stakeholders.
- Attend external meetings of each action network, as needed.
- Make presentations on data synthesis and analysis to both internal and external audiences.
- Work closely with the department of Innovation and Technology to maintain and monitor data security protocols.
- Serve as point-of-contact for other requests for secondary data access and data visualizations.
- Develop and maintain dynamic data visualization displayed on the WSA website.
- Collaborate with existing WSA teams/departments to support the development of Sector-Based Partnerships
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES
Provide supervision to the Management Information Systems (MIS) team members.

GENERAL/ORGANIZATIONAL COMPETENCIES

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.
Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.
Initiative: Taking ownership of our work, doing what is needed without being asked, following through.
Efficiency: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
Customer Focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or Workforce Solutions Alamo (WSA).

Collegiality/Collaboration: Being helpful, respectful, approachable and team oriented, cooperating with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
Integrity/Transparency: Upholds social, ethical, and organizational norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest, and trustworthy; acts without consideration of personal gain.
Continuous Learning & Self Development: Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.
People Management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.
Problem Solving: Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommends solutions to achieve the desired organizational goal or outcomes.
Decision Quality: Makes sound decisions that consider objectives, risks, implications, and agency and governmental regulations.

GENERAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS and ABILITIES

- Ability to plan, execute, and control a project, establishing realistic estimates and reporting metrics.
- Strong interpersonal and communication skills in writing, editing, speaking, and listening. Proficiency in reading, writing, and speaking English is required.
- Strong organizational skills
- Ability to identify problems or issues and develop appropriate solutions.
- Ability to work independently, lead teams, and as part of a collaborative team.
- Strong negotiation, conflict resolution, and influencing skills.
- Ability to assess project risks and exposures; to identify options and alternatives; to make decisions; and to implement corrective action.

EDUCATION and/or EXPERIENCE

- Bachelor's degree required; Master's degree preferred.
- Advanced knowledge and expertise in data visualization tools such as **Tableau, Power BI, ArcGis and/or Google Data Studio**
- Advanced knowledge and expertise in quantitative research methods and data analysis, including data cleansing/scrubbing in Microsoft Excel, Stata, Alteryx, or other tools.
- Advanced knowledge and expertise with educational and workforce data systems, sources, and standards including, but not limited to, **Department of Labor, Bureau of Labor Statistics, US Census, National Center for Education Statistics, Texas Workforce Commission, Texas Education Agency.**
- Advanced knowledge and expertise with data collection tools, including but not limited to, **Qualtrics, Survey Monkey, Cognito, and Constant Contact.**
- Experience working in collective impact or other coalition-building initiatives preferred.
- Graduation from an accredited four-year college or university with major course work relevant to the assignment; an advanced degree is preferred.
- Minimum of two years of experience in project management required, preferably in workforce development.

OTHER QUALIFICATIONS
- Must be legally eligible to work in the United States.
- Will require occasional in-region and out-of-region travel; Must have proof of valid driver's license and current auto insurance; must provide own transportation when on company business.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment. Offsite travel is required.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.
Equal Opportunity Employer