ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENTS

Title: Data Research Analyst	**Division:** Project FOCUS (FSP/W)
FLSA: Non Exempt, Part-time (20 hours)	**Supervisor:** Program Director
Pay Range/ Rate: (*Commensurate with experience)*	**Revised:** March 2021

Summary

Project FOCUS is a Full Service Partnership Wraparound (FSP/W) program focused on underserved, Asian American and Pacific Islander children, youth and transitional age youth (0-25 years old) who have severe mental illness (SMI) or severe emotional disturbances (SED). This program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners. Under the supervision of the Program Director, the Data Research Analyst will compile and analyze statistics from various data systems to prepare scheduled reports as requested. The reports include creating info graphic and presentation visuals that communicate complex ideas in a clear and cohesive manner.

Essential Functions

- Monitor program performance and tuning of all databases (e.g. Caminar, Microsoft Access, IRIS, Exym), security/data protection, backup and restore, capacity planning and data integrity.
- Perform statistical research and writing projects involving data collection, summarization, analysis and design.
- Create compelling and "publicly digestible" infographics and presentation visuals to communicate complex ideas, issues, and trends gleaned from statistical reports.
- Provide data processing support to meet all data and billing requirements of the County and other regulatory agencies.
- Maintain all information systems for the program.
- Maintain required systems to collect/report data requested by management and County.
- Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and standards.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- Present data to program staff and county administrators as needed.
- Troubleshoot data issues and work with appropriate internal and external staff (e.g. program director, quality assurance, clinicians, etc.) to correct issues.
- Coordinate with employment coordinator, education coordinator, benefits coordinator, and other staff in order to strategize and improve outcome in service delivery.
- Perform any other functions as needed by management and agency.
- Provide support on special projects as needed.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree in Information Systems, Research or other related fields.
- Strong computer skills.
- Strong reading comprehension and analytical skills.
- Demonstrate knowledge of and sensitivity towards various Asian and Pacific Islander cultures.
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, etc.
- Excellent verbal and written communication skills.
- Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- Ability to be proficient and timely with required paperwork.
- Must be able to work collaboratively with other agency partners.
- Must possess interpersonal skills and ability to maintain professional boundaries.
- Current and valid California Driver's License, car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other API sites.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and Background Check required.
- Regular attendance required.

Desired Qualifications - Knowledge, Skills and Abilities

- Bicultural and bilingual in any Asian and Pacific Islander Language.
- Ability to be flexible and take initiative.
- Master's degree or Bachelor's degree with at least 1-2 years' experience in Information Systems or Research.

Supervisory Responsibilities
No supervision of employees will be required at this time.

Environmental Conditions (Working Conditions)
Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community based duties.

Physical Requirement
In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, light lifting, listening and speaking.

Mental Requirement
The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions/interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

Application Process
Application deadline: Until position is filled.
Please e-mail or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to: Deborah Roe E-mail: droe@ocapica.org
FAX: 714-636-8354
Please ensure that the email subject has the job title**: Data Research Analyst**

Agency Background: OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an
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