

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE  
OCAPICA  
JOB ANNOUNCEMENT

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**Title:** Data Research Manager  
**FLSA:** Exempt, Part-time  
**Pay Range/ Rate:** \$83,200-\$93,600

**Division:** Mental Health- FSP  
**Supervisor:** Behavioral Health Director  
**Revised:** May 2023

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**Summary:**

Under the supervision of the Behavioral Health Director, the Data Research Manager will work with adult participants and family members (if applicable) in a Full Service Partnership program focused on Vietnamese population in Orange County to serve clients who have severe and persistent mental illness (SPMI). The Adult FSP 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.

**Essential Functions:**

- ◆ Oversee data collection, analysis, generate reports and responsible for data systems related to Caminar, Exym and other program information systems.
- ◆ Compile and analyze statistics from various data system to prepare reports as requested by the Behavioral Health Director and/or County Administrators.
- ◆ Importing, cleaning, transforming, validating, or modeling data with the purpose of understanding or making conclusions from the data for decision making purposes.
- ◆ Create compelling and “publicly digestible” info graphics and presentation visuals to communicate the complex ideas, issues and trends gleaned from statistical reports.
- ◆ Monitors performance and tuning of the databases (e.g., Caminar, Microsoft Access, IRIS), security/data protection, backup and restore, capacity planning and data integrity.
- ◆ Works closely with Behavioral Health Director to provide supporting data for grants and proposals.
- ◆ Troubleshoot data issues and work with appropriate internal and external partners (e.g., program manager, quality assurance, clinicians, PSCs, etc.) to correct issues.
- ◆ Provide support on special projects as needed.
- ◆ May perform other duties as assigned by management.

**Minimum Qualifications - Knowledge, Skills and Abilities Required:**

- ◆ Bachelor’s Degree in Information Systems or related fields, and strong computer skills.
- ◆ High attention to detail and commitment to high quality work.
- ◆ Strong reading comprehension and analytical skills.
- ◆ Active listening and assessment skills.
- ◆ Ability to keep accurate records and prepare reports.
- ◆ Must have excellent networking and communication skills.
- ◆ Must possess interpersonal skills and ability to maintain professional boundaries.
- ◆ Able to work independently as well as part of a multi-disciplinary team.
- ◆ Ability to work in a multidisciplinary team inclusive of internal/external staff, community agencies, participants, family members, and etc.
- ◆ California Driver License, proof of car insurance, and reliable transportation.

- ◆ Ability to do some travel for conferences, meetings, and trainings.
- ◆ 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.

**Non-Essential Qualifications - Knowledge, Skills and Abilities Optional:**

- ◆ Bicultural and bilingual is desired
- ◆ Master's Degree is desired
- ◆ Ability to be flexible and take initiative
- ◆ Demonstrate knowledge of and sensitivity to diverse cultures

**Supervisory Responsibilities:**

- ◆ May support with supervision of employees or volunteers/interns.

**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, listening and speaking.

**Mental Requirement:**

- ◆ The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

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**Application Process:**

Application deadline: Until filled.

Please e-mail a resume and 3 professional references (past supervisors including e-mail address and phone number) to email: [careers@ocapica.org](mailto:careers@ocapica.org)

Please ensure that the email subject has the job title: **Data Research Manager**

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**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.

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

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