

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE  
OCAPICA  
JOB ANNOUNCEMENT

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**Title:** Data/Evaluation Analyst  
**FLSA:** Non-Exempt  
**Pay Range/Rate:** \$25 - \$27/hr  
(.30 FTE) *DOE*, benefits are not included

**Division:** Behavioral Health Services  
**Supervisor:** Behavioral Health Director  
**Revised:** August 2023

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**Summary:**

Under the supervision of the Behavioral Health Director, the Data/Evaluation Analyst will assist with data entry, collection, evaluation and data analysis of program outcomes and services. This is a community behavioral health program that offers short-term counseling, case management, rehabilitative and peer support services to Asian American, Native Hawaiian and Pacific Islanders (AANHPIs). It also conducts community outreach, makes appropriate referrals and linkages, and provides preventative interventions to AANHPIs with mild to moderate needs.

**Essential Functions:**

- ◆ Perform data entry, collection, analysis, generate reports and responsible for program data systems related tasks/projects.
- ◆ Compile and analyze statistics from various data system to prepare reports as requested by management and funder.
- ◆ 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 security/data protection, backup and restore, capacity planning and data integrity.
- ◆ Troubleshoot data issues and work with program staff and admin to problem-solve any data/system related concerns.
- ◆ May perform other duties as directed by the Behavioral Health Director.

**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/Evaluation Analyst**

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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.

*Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an Equal Opportunity/Affirmative Action Employer*