



Position Title:	Database & Reports Analyst	Job Code:	3119
Reports To:	TSIC Director	Job Group:	PENC
Department:	Take Stock In Children	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/7-2008	FLSA Status:	Exempt
Approved By/Date:	Alejandro Alvavrez/7-2008		
Revised:	Jennifer C. Brito/5-26-2009		

Summary:

This position is responsible for the design and implementation of a statistical data collection and analysis system to quantify and measure the effects of TSIC program on its participants.

Essential Duties and Responsibilities:

- Develops and implements data collection and analysis system of integration and reporting.
- Researches and utilizes Data Warehousing/Business Intelligence applications.
- Monitors system activity to ensure data integrity, coordinate, and support application software upgrades.
- Researches and gathers information critical to measure the effect and impact of the TSIC program interventions on college graduation rates, income levels, and socio economic impact on community.
- Prepares statistical graphs, reports and empirical studies that measure program effectiveness on targeted program outcomes
- Accesses and compiles data points and inputs necessary for research goals
- Provides application support and periodically communicates with users on system status, including system changes, problems, enhancements, and potential impacts.
- Works closely with program partners on data integration and analysis
- May perform other duties as assigned

Knowledge, Skills and Abilities:

- Strong knowledge on developing and managing applications.
- Knowledge of FDOE and Florida Prepaid Foundation technologies
- Excellent communication and problem solving skills
- Ability to work independently and in a team setting
- Ability to quickly learn new technologies
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Computer Science, Information Technology, or related field and five (5) years of applications and systems experience, with two (2) years in a senior position

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name