



Job Description

Position: Data Analysis Manager

Supervised by: Director, Client Services

Supervises: N/A

Basic Function: Analyze Homeless Management Information System (HMIS) data to inform stakeholders, guide policy and improve services delivery

Declaration: The statements below reflect the items considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Principal responsibilities:

- Analyze project data, produce reports and provide insight into HMIS data analysis opportunities
- Interpret and communicate findings to HMIS project team and stakeholders
- Assist in the cleaning of project data to improve data quality
- Interpret aggregate data within the larger community and policy contexts
- Compare findings to similar studies in other communities or relate results to changes in policy
- Work with external research partners to help complete larger scale analyses
- Develop custom reports for agency monitoring and specific data analysis requests
- Recommend data collection related improvements to the HMIS system

Responsibilities may also include:

- Statistical analysis, trend analysis and geographic analysis
- Analyze performance measures on program outcomes for CoCs and their homeless service providers
- Compile, migrate and integrate databases
- Train staff on use of customized reports
- Conduct presentations to stakeholders and policy makers
- Check quality of data submissions to HUD, including the Annual Homeless Assessment Report (AHAR), Housing Inventory Chart (HIC) and the Point in Time count (PiT)
- On request from CoC leadership, assist specific agencies with their reporting needs
- Participate in HMIS user groups and steering committees

Preferred Knowledge:

- Experience with COMPASS ROSE a plus
- General understanding of HUD HMIS Data and Technical Standards and reporting requirements a plus
- Understanding of relational databases and structured query language (SQL)