



**SJCOE**  
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## Job Description

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**POSITION TITLE:** Program Manager III, Data Analyst #6118  
Head Start San Joaquin  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 10

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**MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:**

Possess a Bachelor of Arts/Science degree with major course work in business administration, public administration, computer science, or a closely related field, or equivalent experience.

**DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a minimum of five years of administrative and technical experience in Management Information System (MIS) development, implementation, and data analysis. Master of Arts Degree in Computer Science, Program Information Management Systems or related field. Possess five years' experience in Early Head Start/Head Start or Early Childhood Programs

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess knowledge of principles and procedures of research planning, design, methodology, and analysis including measurement theory, educational data collection instruments. Possess a valid California driver's license and proof of liability insurance required amount required by SJCOE policy: insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of state and federal laws and regulations governing Early Head Start and Head Start program reporting; techniques and methods in accessing and evaluating program progress and impact; computer hardware and software;

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under the direction of the Head Start Director, analyze data, conduct research, develop reports, and support funding applications related to the Head Start San Joaquin (HSSJ) program.

**ESSENTIAL FUNCTIONS:**

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
4. Communicate effectively both orally and in writing.
5. Work independently with little direction.
6. Supervise and evaluate staff.
7. Meet schedules and time lines.
8. Develop and implement effective record keeping and reporting systems to provide accurate, confidential, and timely information regarding children, families, and staff.

9. Oversee all information systems and technology management with the department, including networks, databases, web pages, training labs, automated centralized filing system and other related functions.
10. Ensure that children and family health and developmental services information is tracked and communicated to appropriate staff to enable follow up services to be received in a timely manner.
11. Establish effective ongoing monitoring system to ensure quality services.
12. Provide agency wide consultative and technical assistance related to MIS.
13. Consult with educational partner managements to analyze system needs for management information and functional operations.
14. Provide technical expertise, information and assistance to HSSJ staff, Governing Board and Parent Policy Council regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
15. Develop, implement, and monitor MIS policies and procedures and controls to ensure data accuracy, security, and legal and regulatory compliance.
16. Analyze program data, external report findings, and trends in early learning and community characteristics, translates implications and limitations, and anticipates planning and information needs of the HSSJ program.
17. Develop methods to measure quality and compliance; develop procedures and reports to measure and support quality and compliance.
18. Oversee the development of the Program's Annual Report; prepare data for analysis and verify accuracy.
19. Prepare Program Information Report (PIR) and other research reports in proper technical form for publication including descriptive, analytical and evaluative content including statistical findings, conclusions and forecasts.
20. Advise during strategic planning processes, developing short-term and long term strategies and participating in policy development.
21. Manage the data collection activities of the program: research and identify appropriate vendor created data tracking systems as appropriate; develop procedures training materials and train staff on the proper operations of data base systems.

**PHYSICAL REQUIREMENT:**

Employees in this position must be able to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without visual aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or in an educational and standard office environment. Employees may come in direct contact with parents, SJCOE and school district staff, outside agency staff and the public.

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