



King County

Invites Applications for the Position of:

Data Resource Quality Specialist/Project Program Manager III

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 08/11/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 08/28/17 11:59 PM (GMT -8:00)

SALARY: \$80,412.80 - \$101,920.00 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Community & Human Services

JOB NUMBER: 2017SC7256

SUMMARY:

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

This position in DCHS works with a wide range of internal and external stakeholders to improve the Behavioral Health and Recovery Division (BHRD) data resources and leads division efforts to increase the value of mental health, substance use disorder, and prevention services data to end users. The incumbent will serve as a member of the central department unit, Performance Measurement and Evaluation (PME) and provide technical expertise on all aspects of data resource management and analysis to the department, division and contracted providers. This position requires the ability to think globally and conceptually about the relationship between data and the business of the division/department, while creating and executing detailed plans to assure meaningful data are available to internal users and external resources.

The incumbent must understand the systemic nature of data resources and have or develop expert knowledge of all the components essential to BHRD data resource management including:

- a strong understanding of what the data describe and questions the data can answer;
- consistent and effective data reporting practices;
- the technological tools used to capture, retrieve and analyze data and to present the results in a way that informs decision-makers;
- clear, accessible documentation of the data standards for data reporters, IT developers and data analysts;
- data quality assurance processes and challenges; and
- the various interfaces between people in different roles and between people and technology.

WHO MAY APPLY: The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

REQUIRED MATERIALS: Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

WORK SCHEDULE: This position is exempt and not eligible for overtime. Typical hours are Monday - Friday 8am-5pm.

RECRUITER: Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Analyze and assess division data needs to support quality assurance, contract compliance, contract monitoring, recovery and other incentives, program and system performance evaluation, and to fulfill typical data requests from the department and other county stakeholders.
- Make recommendations for improving data organization, management and quality.
- Work closely with IT business analysts, developers, and managers to develop plans and processes to meet BHRD evaluation team's business-related IT needs. Serve as BHRD business subject matter/data expert on collaborations with IT for data system enhancement and documentation. Make recommendations and document business needs and processes for IT. Manage the BHRD evaluation team's IT work plans.
- Work closely with IT, BHRD contract and program staff and other evaluation team members to create and document processes for data collection, integration and management for new programs.
- Plan and implement system and process changes to improve quality of data received from network of several dozen community-based providers.
- Create, document and execute queries of BHRD databases to provide information for routine monthly, quarterly, and annual reports, dashboards, program evaluations, and ad hoc requests from program, division, department and county senior management, and council.
- Create tools and provide technical assistance to program, evaluation, and contract monitoring staff to assist them with performance monitoring.
- Serve as BHRD liaison for all department data-related projects.
- Provide internal consultation and support to the PME team.
- Serve as back-up primary point of contact for all county requests for BHRD data when BHRD Evaluation Coordinator is unavailable.
- Train and supervise staff.
- Attend unit, division, department, and county meetings as assigned.
- Attend state Behavioral Health Data Group meetings.

- Engage in other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Bachelor's degree in data science, data analytics or related field and minimum of five years experience working with complex data bases and/or equivalent work/life experience.
2. Three years of demonstrated experience developing complex queries. Must be proficient with Structured Query Language (SQL) and with using SQL with at least one database system (for example, SQL Server, Oracle, Informix).
3. Knowledge of data resource management principles, practices and tools including defining business data requirements, data quality management, structured query language and relational databases.
4. Superior written and oral communication skills.
5. Demonstrated ability to analyze data and produce reports summarizing that analysis for professional and community audiences.
6. Experience with at least one data analysis software tool (for example, SAS, R, Python, SPSS).
7. Ability to quickly grasp the relationships between business needs and data needs and translate that understanding into executable recommendations.
8. Exceptional attention to detail.
9. Proven ability to develop positive relationships with co-workers.
10. Ability to work independently within a team environment.
11. The most competitive candidates will also have:
 1. Demonstrated knowledge of BHRD business (or similar organization) and business-related data needs related to providing routine, specialty, and crisis mental health and substance use treatment and prevention services.
 2. Knowledge of and experience with the Washington State and King County systems for publicly funded mental health and substance use disorder treatment.
 3. Two years supervisory experience.
 4. Experience with data visualization software, such as Tableau.