



POSITION DESCRIPTION

JOB TITLE: Data Analyst	
Job Class:	
DATE	Office of Accountability and Efficiency Contract Compliance Services
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:
Management Approval:	
POSITION SUMMARY and PURPOSE: Develops and maintains data management reports in response to mandated internal and external data requests, as well as ad-hoc information requests. Assists the Contract Compliance department in the maintenance of the various tracking systems used for contract management and the data warehouse.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assists the department manager in developing an updated and computerized system to track contract compliance and the amount of monies targeted for Historically Underutilized Businesses (HUB), Communities in Need (COIN) and Student engagement as required by Milwaukee Public Schools (MPS) policies and procedures.
2. Ensures the development and distribution of timely reports and information requested by the Board of School Directors, appropriate regulatory agencies and other designated organizations and individuals. Maintains reports on-line for future reference
3. Maintains the department filing system to ensure contract information is accessible and updated regularly. Works to transition all files to a user-friendly, computer accessible system.
4. Develops databases to track data correctly to avoid over/underpayments to identified businesses and to ensure eligibility requirements are met. Performs regular data audits to ensure data quality.
5. Maintains a working knowledge of the MPS contracts and follows negotiated changes to ensure MPS contract compliance policies remain accurate.
6. Assists the department in formulating, evaluating and implementing polices and procedures consistent with current Board policies
7. Oversees, develops and documents policies and procedures for the office and develops internal controls for processing contracts and associated documents.

8. Assists the department with auditing large contracts for compliance
9. Assists in the development, design and presentation of in-service and general training to employees with regards to contract compliance. Provides specific instruction as needed on a one-to-one basis.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Equal Opportunity Program Coordinator.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in business or a related field.

Experience Requirements

Previous experience working in a diversity environment is desired. Public sector experience is preferred. A combination of relevant experience and education may be substituted for the educational requirements.

Knowledge, Skills, and Abilities

Strong interpersonal skills and ability to communicate both orally and in writing and to deal effectively in a team environment is required. The ability to maintain records and knowledge of computerized information systems, and relational databases is required. Strong computer skills, to include database management, and advanced skills in MS Word and Excel, e-mail, and the internet. SQL experience a plus. Strong analytical skills and the ability to handle multiple projects with varying deadlines is required. Incumbent must be professional and able to work with a diverse group of employees and must be responsive to the needs of employees. The ability to operate under tight deadlines is required.

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

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

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 with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND

MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.