

POSITION: DATA ANALYST COORDINATOR – O.E.Y. JOB POSTING #:

DEPARTMENT:	Housing & Children's Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543515
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.12
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$24.31 - \$28.58 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Is responsible to coordinate data and collection, report program outcomes, statistics and results of analysis for the Ontario Early Years (OEY) Program in the Children's Services division. Responsible for the efficient and accurate tracking and monitoring of all early years program service target achievements for children birth to six years of age. Researches and develops statistical graphic reports. Networks with, trains, and supports the Ontario Early Years Centres and Challenge Fund projects in their monitoring, assessment procedures and reporting. Develops, collects and analyzes early years program data. Designs program recoding systems to ensure consistency with Ministry of Children and Youth Services (MCYS) systems and reporting requirements. Works with MCYS regarding timely and accurate data submissions. Administers, analyzes and interprets surveys and questionnaires to agencies and organizations involved in providing services to families and children six years of age and younger. Works with the Early Literacy Specialist in implementing assessment checklists and relating those to program outcomes. Visits Early Years sites in the community and ensures expenditure and service target tracking efforts are adequate. Maintains current research library to disseminate throughout the community. Assists in the completion, review, presentation and publication of the current budget related to the Ontario Early Years Program. Performs Occupational Health & Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary school education from a Community College or University in Social Science or Political Science that includes courses on stats, analyzes, and data collection or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in data collection, analysis, and community service involvement (i.e. such as Ontario Early Years, Best Start, etc).
- Must have demonstrated communication and presentation skills.
- Must have proven technical and organizational skills.
- Must have excellent interpersonal and collaborative skills.
- Must have experience working with diverse groups.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.

POSTING SPECIFICS:

Posting Period:	<ul style="list-style-type: none"> • at 8:30 AM to at 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.
Who May Apply:	<ul style="list-style-type: none"> • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
How To Apply:	<ul style="list-style-type: none"> • Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
Apply To:	<ul style="list-style-type: none"> • In person to the Human Resources Department or one of the Customer Care Centres • By faxing your Job Transfer Form and resume to the Human Resources Department
Updated:	<ul style="list-style-type: none"> • By Human Resources on September 18, 2012