

**POSITION: CHILD CARE DATA ANALYST
COORDINATOR****JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543516**POSTING STATUS:** Temporary Full-time**POSITION #:** 4114**# OF POSITIONS:** 1**GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$25.25 to \$29.67 per hour (2012)**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Children's Services System Supervisor this position primarily functions as a system manager for the web based Core Ontario Child Care Management (OCCM) programs, the web-based OCCMS Record of Attendance Report program and the web-based On-Line Child Care Subsidy Application Form program. This position helps track, monitor and reallocate Children's Services System Management Unit child care fee subsidy expenditure and provides financial analytical assistance in all phases of the Children's Services System Management Unit including matters of a confidential nature. Performs random Child Care Subsidy File and Records of Attendance Report audits; is responsible for setting up new Funding Types and Care Codes for child care fee subsidy expenditures; assists in the research and development of related statistical and graphic reports and presentations. Will be responsible to assist with the processing of monthly Record of Attendance reports. Completion of special projects related to the Children's Services System management role as required. Responsible to ensure work procedures and guidelines are followed by staff. 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 a three (3) year post secondary school Community College Diploma or University Degree in Business Administration or Accounting or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in data collection and statistics (includes analysis, research and evaluation of such).
- 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:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- 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:

- 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:

- By Human Resources on September 18, 2012