



Data Specialist **Job Posting Announcement**

Posting Date: August 26, 2021

Classification: Grant Services Specialist II (GSSII)

Salary Range: Mid \$40K to Mid \$50K

Status: Temporary Benefits Eligible

Location: Hybrid (telework and onsite per operational needs)

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

This position is part of Baltimore City's COVID-19 employment recovery strategy, which is funded through the American Rescue Plan Act. The Mayor's Office of Employment Development (MOED) is working with public and private partners to provide occupational training, apprenticeships, subsidized work, supportive services, transportation assistance, and small business subsidies to city residents and small businesses negatively impacted by the coronavirus pandemic. We will prioritize unemployed and underemployed residents and particularly our most disadvantaged jobseekers, including returning citizens, opportunity youth, and public assistance recipients. These programs will increase access to opportunity, promote local job growth, support low-income households, benefit historically underinvested neighborhoods, and create wealth in communities of color. They will also help the city become cleaner, safer, and more welcoming. Working with service providers funded through the ARPA Train-up initiative, this position will support the data entry and quality review for participant registration, service delivery, and outcomes and provide quality assurance reports to providers.

Essential Duties and Responsibilities

- Works with program operators to collect eligibility documentation, and complete registration of participants for the program.
- Examines and verifies client records and documents.
- Enters customer data into the appropriate reporting/ tracking system.
- Creates and prepares automated and manual reports for quality assurance.
- Analyzes data to ensure performance standards are achieved.
- Resolves data discrepancies.
- Processes and analyzes computer report data and makes appropriate corrections.
- Acts as liaison with in-house staff and program operators to collect documentation for program start and end dates, credentials received, skills gain, job placement information, job retention information and to resolve errors.
- Assists in training program operators when needed.

- Prepares correspondence describing problem areas.
- May assist with Eligibility Verification, Data Validation, Manual and Electronic Audits.
- Performs other duties as required.

Knowledge, Skills and Abilities

- Ability to interpret and explain management information systems and related City, State and Federal requirements.
- Ability to analyze data and its impact on performance.
- Ability to work independently and follow through to resolve problems related to specific funding.
- Ability to follow written and oral instructions.
- Ability to compose correspondence in a clear and concise format.
- Ability to learn within a reasonable amount of time, the rules, regulations and procedures governing funding titles and tracking/reporting requirements for specified programs and/or funding sources.
- Ability to interpret and apply Federal and State law, regulations and policies governing customer data.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers and program operators.
- Knowledge of modern office practices, procedures and personal computer equipment and software
- Ability to work as a member of a team to assure project completion.
- Ability to organize work in order to meet established deadlines.
- Ability to prioritize and handle multiple tasks.
- Ability to deal with emergency situations with calm, tact and dispatch.
- Ability to maintain records and document information
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

Minimum Required Education and Experience:

- *Requirements:* - Five years of progressively responsible experience including at least three years in MIS/Data Processing environment.

Special Requirements:

- This position requires site visits to the program operators. Possession of a valid Maryland driver's license and daily access to a motor vehicle is preferred.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider