

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROJECT ANALYST,CDC

BASIC FUNCTION:

Under the direction of the Director III, CDC Project, provide technical assistance to designated Workforce Investment Act (WIA) providers and independent consultants; coordinate training for the Parolee Employment Program (PEP) and Offender Employment Continuum (OEC); design, develop, analyze and maintain internal and external databases; assure office systems, practices, methods and procedures are within California Department of Corrections (CDC) guidelines; provide training, coaching and mentoring to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical assistance to designated WIA providers and independent consultants; provide data interpretation as needed; maintain positive working relationships and communicate effectively with contractors and providers; explain reporting time lines to providers.

Prepare and maintain records and generate reports related to assigned programs as required by the CDC; provide for data maintenance and cleanup as requested by the CDC; establish and maintain record-keeping/tracking systems; design, develop, analyze and maintain internal and external databases; assure accuracy and completeness of data; meet established reporting timelines.

Coordinate training for the PEP and OEC.

Assure office systems, practices, methods and procedures are within CDC guidelines.

Provide training, coaching and mentoring to assigned staff.

Prepare and distribute various documentation including data collection forms and user guides.

Operate a computer and other standard office equipment; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Assist the CDC research group in ad-hoc reporting as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Database management systems utilized.

Principles, practices and techniques of data base structures and computer programming.

CDC guidelines and reporting requirements.

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Technical aspects of field of specialty.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.

ABILITY TO:

Provide technical assistance to designated Workforce Investment Act (WIA) providers and independent consultants.
Coordinate training for the PEP and CEC.
Design, develop, analyze and maintain internal and external databases.
Assure office systems, practices, methods and procedures are within CDC guidelines.
Provide training, coaching and mentoring to assigned staff
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Meet schedules and time lines.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or related field and two years of related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor and read a variety of materials.
Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods of time.
Bending the waist, kneeling or crouching to file and retrieve materials.