Job Title:	Data and Research Analyst
Classification:	**Specialized/Technical Expert**
Reports to:	**CEO**
FLSA Status:	**Exempt**

This **APPLIED RESEARCH** position will collaborate with MHP Salud's staff to manage and implement all aspects of evaluation, data management, reporting and dissemination for the organization. This technical position requires an understanding of statistics, live data, methodological parameters, and applied research protocols to produce the outcomes and meaningful data necessary to guide programmatic and organizational direction. **As duties are performed with active health outreach programs, cultural competency around the target population, ongoing communication and collaboration with program staff across the organizational sites and organizational levels, and understanding of evaluation and research conducted within service environments are key to success within the position.** All functions and activities will be performed within the guidelines and philosophy set forth in the organizational strategic plan, policies, mission, goals and vision.

Although the job description is broken into two main areas of Responsibilities and Functions, note that these areas are deeply entwined and cannot be performed without the involvement and consideration of the other category.

Data Design and Management

Lead the effort in the update, modification and implementation of programmatic data creation and usage plans for both short and long term, as well as ensuring the values and vision of existing evaluation and data collection plan are maintained. Plans should include:
- Identifying key components
- Identifying key national, regional or state data as "comparables" to assess programmatic progress and/or success
- Assisting program teams to create, implement and understand the various tools of data collection required by grant guidelines and needed by the organization to assess quality of service and output measures. At a minimum, instruments used by the organization would include surveys; pre/post-tests; focus groups; health and activity trackers; knowledge, behavioral, and attitudinal measures; and various instruments required by funders.
- Modification, implementation, and creation of standardized measurement indices and standardized questions appropriate to the population as need arises.
- Reviewing data collected for accuracy and quality and identifying data collection problems. Working with team members to correct problems and develop systems to ensure ongoing quality of data, as well as improve or develop new ways to better capture data are key activities.
- Identifying timelines for key tasks noted above so data is useful in making programmatic changes and dovetails with key organizational decision points.
- Communicating and collaborating across the various members of the evaluation team including the CommCare Team, program managers, Specialized/Technical group, and Leadership to ensure information and processes surrounding data collection and analysis is clear, consistent, and implemented uniformly with all key aspects considered.

Conduct in-depth analysis of both qualitative and quantitative program data through various methods including but not limited to content analysis, univariate, bivariate, and multivariate

analysis as appropriate.

Produce recommendations based on data analysis that will improve programmatic performance and ensure that MHP Salud is meeting and/or exceeding programmatic and strategic plan goals.

Utilize, troubleshoot, and explore statistical and organizational software needed to most effectively perform functions including SPSS, Excel, Epi-Info, and SalesForce.

Interface with key parties to ensure data is both internally and externally valid, as well as reliable, and meets standards of good methodology in applied social science research.

Coordinate and implement training on data, data collection, collection tools, technology, equipment, and software such that most (if not all) problems can be addressed and fixed by user.

Research and Communication

Actively interact with Program Directors, Program Coordinators, Senior Management, and Community Health Workers (CHWs), as well as interfacing with technical consultants and other external parties as needed in both English and Spanish (English required, Spanish highly preferred).

Conduct applied research and produce briefs and findings of publishable quality on topics pertinent to the strategic and programmatic goals of the organization and appropriate for advancing the work of CHW model, service to mission populations, the non-profit sector, or other service organizations.

Create and maintain reliable Return on Investment (ROI), Cost Avoidance, and Foregone Cost calculations and reports pertinent to the organization's goals based on organizational outcomes.

Provide coaching, training, and support to program managers to ensure complete understanding of data required for program outcomes and quality implementation, including orientation of all new employees to their responsibilities concerning the data collection system and procedures.

Communicate data results to a wide audience with variable research experience/expertise and diverse goals.

Maintain continuous communication and consistency of message both internally and externally with both technical accuracy while considering appropriate language, literacy, and audience in collaboration with key personnel.

Conduct general environmental scans and research as needed; provide concrete and reliable recommendations based on research findings.

Assist in research and development of evaluation components for grants.

Assist in product development, implementation, and dissemination plans with various members of the Specialized/Technical; group including, but not limited to Marketing, Generated Revenue Division (GRD), Policy and Research Analyst, and Grantwriter(s).

Other duties as assigned.

Knowledge Skills and Abilities:

Ability to work with a diverse set of individuals remotely and in-person.

Ability to perform project work independently, assess options and suggest solutions, and implement chosen option upon direction.

Problem-solve proactively with key parties

Ability to review, understand, and apply program evaluation and applied research principles and guidelines.

Ability to acclimate and understand our unique organizational culture and provide creative and innovative suggestions for the betterment of the organization and the populations we serve.

Ability to operate, learn, and train on SPSS, Excel and Epi-Info as it relates, and is necessary, to organizational evaluation.

Comfortable communicating through video chat, messaging, emailing, and other electronic methods.

Must be flexible and willing to occasionally upgrade skills in order to meet changing job conditions and requirements.

Understanding of statistics, live data, methodological parameters, and applied research protocols in complex service environments.

Understand databases, web-based programs, electronic records, and tools that interface with these items.

Exceptional analytical, oral and written communication skills; ability to communicate with both technical and non-technical audiences.

Experience in data mining techniques and basic applied research procedures.

Ability to function easily on both a conceptual and detailed operational level depending on need of task and organization.

Required Education and Experience:

Master's degree or PhD in discipline appropriate to skill set and requirements stated above.

Practical, applied work experience with organizational data, data analysis, and research; minimum of 1 year with expectations of up to 3 years.

Fluency in Spanish highly preferred but not required.

Expertise in various types of evaluation and research technology, including on-line survey products as

well as web based data bases, data collection tools and various software.

Cultural competency and experience with populations served by organization.

Exceptional analytical, oral and written communication skills.

Excellent project management skills.

Must be able to troubleshoot data collection tools, collection mechanisms, and communicate with both technical and non-technical audiences.

Must be able to travel to all organizational offices across the nation as needed. Expected travel will be approximately 10% of the employee's time if based at a site where most staff reside, but may be higher depending on site assignment.

Revised: March 2017