

Data Specialist Scope:

- May serve as a resource person to ensure that proper data practices and processes are in place and are being followed for data integrity.
- May convert, interpret, and apply data for organizations own use:
 - performance and outcome management,
 - continuous process improvement,
 - grant applications,
 - inform staffing patterns, service delivery models, etc.
- Functions as subject matter expert in agency for WF1, Maxis Inquiry, EDS and ensures secure methods of data transfers are being followed.
- May serve as main point of contact with the county Management Information Systems MIS unit to resolve data integrity issues, WF1 access, technical assistance, etc.

Knowledge, Skills, and Abilities

- Understand data entry requirements of public assistance employment programs.
- Knowledge of data security practices, MN Data Practice's Act and HIPAA regulations.
- Knowledge of databases and ability to learn Workforce One and basic navigation of Maxis.
- Ability to demonstrate initiative and problem solve.
- Skilled in identifying and correcting problems or errors.
- Skilled in Excel and ability to enhance skills utilizing Excel.

Five Broad Job Expectations

1. Review Reports
 - Review, customize and re-distribute reports from WFS MIS team.
 - Flag errors and support error resolution to maintain integrity of data records through utilizing WF1 and Maxis.
 - Prepare, generate, customize and distribute WF1 reports for internal use.
2. Data Integrity
 - Confirm the accuracy of participant case data in Maxis and WF1.
 - Identify and correct inaccurate or missing data.
 - As directed, perform records maintenance.
3. Identify Trends
 - Troubleshoot and communicate about specific data issues with Workforce Solutions.
 - Monitor data tracking and agency performance issues that arise from WFS reports, lists, or counselor caseloads.
 - Share best practices and strategies.
4. Increase Efficiency and Proficiency
 - Identify agency process or workflow issues and make recommendations for improvement.
 - Help staff increase Workforce One skills.
5. Meetings
 - Attend data specialist meetings as scheduled; provide input to Workforce Solutions.
 - Hold data/report meetings with staff and supervisors as needed.
 - Attend other data/process related meetings as scheduled and disseminate information to staff.