

**JOB DESCRIPTION**  
**JOB TITLE: Data Manager**

**DEPARTMENT:** Performance and Risk Management

**I. POSITION PURPOSE**

Directs, administers, and coordinates the activities of the organization's data and reporting in support of the policies, goals, and objectives established by the agency Board of Directors. Performs the following duties directly or through subordinates.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Responsible for the oversight of Agency data management including viable and effective data reporting.

Maintains centralized data reporting.

Serves as liaison with Agency program, service and administrative management staff as well as external stakeholders to ensure effective data management.

Develops internal and external reports for data management, evaluation, utilization review and determination of trends, outcome measures and objectives.

Develops and maintains weekly and monthly internal and external reporting for the production of data collection reports to assure Agency services are in compliance with approved policies, procedures, COA standards and licensing requirements.

Assists in development and implementation of the Annual Data Plan to meet regulatory, contractor and/or accreditation standards and requirements.

Participates in the development of short, intermediate, and long-range plans and goals for the Data responsibilities of the Agency.

Oversees reporting and special projects that produce reports providing pertinent information to the community on outcome measures and quality assurance/quality improvement actions of the Agency.

Participates in the meetings for the Departments, Programs, or Leadership Teams as assigned.

Responds to data requests as needed and as assigned.

Attends meetings, forums, workshops, and conferences in area related to data.

May be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

**SUPERVISION:**

This position provides supervision to subordinates.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor’s degree in business related field or mathematics preferred, high school diploma or G.E.D. required with at least two years of experience in data management operations.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

High school diploma or equivalent required. Bachelor’s degree preferred.

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Responsible for the oversight of Agency data management including viable and effective data reporting.

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Employee Printed Name

\_\_\_\_\_  
Date

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Employee Signature