



Job Description

Job Title	<i>Data Analyst</i>
Department	<i>Housing Programs</i>
Reports to	<i>Director of Rapid Rehousing for Families and Individuals Programs</i>
Location	<i>Washington, DC</i>
Position Type	<i>Regular, Full-time</i>
Exemption Status	<i>Exempt</i>
EEO Classification	<i>0950</i>
Date	<i>March 2023</i>

General Summary

The Data Analyst is part of a large Rapid Rehousing for Families Program (FRSP) that provides short-term rental assistance to families at risk of homelessness and will be responsible for conducting complex analyses on program implementation, evaluation, and financial management. The incumbent will be responsible for developing financial and program reports and will be tasked with identifying specific trends to support senior management in overseeing effective program management and implementation. The Data Analyst will also monitor compliance with financial, administrative, and service delivery requirements. In addition, the incumbent is expected to be responsive to senior management and vendor communication and support senior management with special projects.

Essential Duties and Responsibilities

According to the ADA 1990, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide business process analytics support for the FRSP program. Review program requirements, identify gaps, document end-to-end business processes and workflows, and create standard operating procedures (SOPs), work instructions, and desktop guides.
- Conduct data analysis for various components of the FRSP program, and review compliance with all applicable budget legislation, regulations, policies, etc.
- Conduct gap and root cause analysis to provide data for program performance improvement; utilize existing data analysis tools to create dashboard reporting and monitoring.
- Collect and analyze data necessary for financial formulation related to the FRSP program to enable decision-making by the senior management team.
- Assist with coordination, preparation, planning, and justification of the annual budget cycle in the Planning, Programming, Budget, and Execution Process (PPBE), including schedules, training, briefings, and meetings.
- Examine previous budgets and data to identify trends and provide recommendations for future year's programs and projections. Analyze reports that oversee spending to ensure budget compliance and determine whether funding level changes are needed for future years.
- Draft communications on behalf of the senior management team and prepare executive-level presentations and reports.



Qualifications

- Bachelor's Degree with relevant coursework and training, such as accounting, program management, data analytics, or similar areas (master's Degree preferred)
- Working knowledge of Government Budgeting and associated processes
- Minimum of 3 plus years' experience in the federal/local government, or public sector, familiarity with the PPBE processes
- Ability to multitask projects of high complexity.
- Effective organizational skills to evaluate workload, set priorities, and meet mission requirements.
- Proficient in Microsoft Excel, PowerPoint, Word, and Outlook. Experience in developing, applying, and improving qualitative and quantitative performance measures.
- Experience with data analytic methods and tools like Tableau, Smartsheet, etc.
- Superior professional written and oral communication skills.

Working Conditions

The employee will be working in a normal office environment.

Physical Requirements

While performing the duties of this job, the employee will frequently sit, stand, walk and reach. May need to lift files or packages periodically.

Other Duties

This job description is intended to describe the general nature and work performed by employees, but is not a complete list of activities, duties or responsibilities required of personnel. Furthermore, other duties, responsibilities and activities may change or be assigned at the discretion of the employer.

Direct Reports

The incumbent will be working closely with the Director of programs and the Director of Finance.

Signature

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



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Job Description

Approved By:	
Date Approved:	
Reviewed:	

