



Homeless Services Network of Central Florida (HSN) Position Description

Position: *HMIS Data Analyst I – Entry Level*

Salary:	\$40,000 to \$45,000K
Department:	HMIS
Supervised By:	HMIS Operations Manager
Supervises:	N/A
FLSA Status:	Non-Exempt/Regular/Full-Time
Effective Date:	May 1, 2019

Position Summary

The mission of the Homeless Services Network of Central Florida (HSNCFL) is to support effective coordination, collaboration, and delivery of a comprehensive and integrated system of services designed to ensure that any experience of homelessness in Orange, Osceola, or Seminole Counties is brief, rare and well-documented. The Homeless Services Network (HSN) of Central Florida is the lead agency for the Central Florida Continuum of Care.

The HMIS Data Analyst I is responsible for assisting in the tracking, management, analysis, and oversight of all data and reports for Continuum of Care FL-507. This position works with the Department's Operation Manager to ensure ongoing analysis and accuracy of data for the CoC's system and to produce reports as required. Also, responsible for providing data quality monitoring and support to agencies participating in the Homeless Management Information System (HMIS) through Homeless Services Network of Central Florida and serve as backup to the HMIS staff, assisting in the development and maintenance of HMIS.

Essential Duties/Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Attention to detail and ability to perform multiple tasks within a period of time is imperative. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responsible for HMIS data analysis through:
 - Monitoring of project HMIS client data entry by other providers.
 - Report creation, maintenance & troubleshooting.

- Monitoring, running and understanding vendor created reports.
 - Dashboard(s) maintenance, support and development.
2. Able to research the latest HUD HMIS Data Standards and Data Dictionary, Reporting Requirements, and ongoing updates to ensure compliance.
 3. Assists in monitoring and providing regular updates to the organization's management staff regarding HMIS data integrity and data errors, and ensures the timely resolution of all data issues.
 4. Disseminate data regarding data quality and system performance measures.
 5. Create documentation for reports, workflows and other procedures.
 6. Assist with custom report development and maintenance.
 7. Other duties as assigned.

Education and Experience

A Bachelor's degree (or current undergrad student in the last year of a four year accredited university) in Data Analytics, Data Science, Information Management Systems, or a related field. Ideal candidate will have professional or education experience working with information processing systems. Passionate about HSN's mission and able to promote and communicate the philosophy, mission and values of HSN to external and internal stakeholders.

Qualifications/Requirements

- Experience or a combination of experience and education in information technology systems.
- Knowledge of and experience in software configuration.
- Demonstrated knowledge of Microsoft Office; Excel specifically.
- Demonstrated knowledge of the Google Suite.
- Ability to research the latest HUD HMIS Data Standards, Data Dictionary and Reporting Requirements.
- Demonstrated experience in the evaluation and preparation of internal and external data requests.
- Demonstrated ability to analyze data outcomes within database information systems.
- Ability to attend (traveling may be required) trainings, conferences, meetings, forums, and webinars related to HMIS Data and Reporting changes.
- Ability to generate reports from information processing systems.
- Demonstrated experience in report creation.
- Ability to follow oral and written instructions accurately.
- Ability to balance and prioritize multiple projects simultaneously.
- Ability to work independently without supervision and in team environments.
- Experience using business intelligence reporting platforms such as Qlik, Tableau, and SAP is highly preferred.

Certificates, Licenses, Registrations

- Hold a valid driver license in accordance with HSN's Motor Vehicle Policy.

Work Environment

While performing the duties of the job, the employee is regularly required to communicate in person or by telephone. Employee regularly uses personal computer with video display terminal screen for extended period. The position involves attention to detail and extensive analytical and organizational skills. The employee will work as part of a team as well as interface with agencies, stakeholders, and the community at-large.

Conditions of Employment

- Satisfactory reference and background investigation checks.
- Completion of a pre-employment drug screening and completion of post-employment drug or alcohol tests upon reasonable suspicion of use.
- Demonstrated computer literacy through successful completion of pre-employment testing may be required.
- Completion of Agency-wide new employee orientation and ALL required paperwork prior to reporting to work.
- Participation in payroll electronic deposit.
- Compliance with all HSN Policies and Procedures.

This job description is not intended to provide, and should not be construed as providing, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair and informed decisions about the job.

Homeless Services Network of Central Florida [HSN] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HSN complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
