REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 8.30.2023

DEPARTMENT: Administration

POSITION TITLE: EMAA Systems and Data Analyst

PROGRAM:

POSITION SUMMARY: Responsible for collecting and analyzing data, reporting results, and connecting data to agency wide and community wide outcomes. Create research questions that can be answered with current data sets and new data sets for broader outcomes to be determined. Connect programmatic data across internal agency programs for agency results and external data for community results. Manage agencywide ongoing improvement efforts including but not limited to: electronic file management, agency system integration & implementation, agency technology initiatives & systems. Internal auditing for program compliance through standard operating procedures. Prepare and present reports on all functions. Serve as back-up to agency Program Support Specialist.

ADVERTISE TO: X Public  ___ Agency  ___ Both

STATUS: Non-Exempt  ___ Exempt  ___

LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade VII

AMOUNT: $16 to $17

CLASSIFICATION: X Full-time  ___ Part-Time  ___ Temporary  ___ Emergency

DAYS AND HOURS: Monday - Thursday 7:30 - 5:00

QUALIFICATIONS: Bachelor’s degree in related field required or 3 years of equivalent experience. Two years of experience in a management or leadership role. Experience in developing research questions. Experience in assisting others in developing and studying research questions. Must have a valid Missouri driver’s license and daily access to a reliable and licensed automobile.

TARGET DATE FOR EMPLOYMENT: 10.1.2023

APPLICATION PERIOD DEADLINE: 9.6.2023

BENEFITS:

SUPERVISOR’S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

Program Director’s Signature 8/30/23
Date Approved

Executive Director’s Signature 8/30/2023
Date Approved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with A1:M48 leading candidates by appointment.

EMAA is an equal opportunity/affirmative action employer.