



## EMPLOYMENT OPPORTUNITY SYSTEMS AND DATA ANALYST

**Title:** Systems and Data Analyst  
**Reports to:** CalAIM Director  
**FLSA Status:** Non-Exempt  
**Position Status:** Regular, Part Time, Hourly  
**Starting Wage Range:** \$31.74-\$36.50 per hour  
**Effective Date:** May 2025  
**Location:** Remote from home with occasional travel to meet in-person with the CalAIM Department or other VyC teams.  
**Schedule:** 20 hours per week.  
Typically Monday-Friday during normal business hours (8am – 5pm Pacific Time).

### Position Summary

Under the direct supervision of the CalAIM Director, the CalAIM Systems and Data Analyst is responsible for the oversight and implementation of data management, analysis, and evaluation activities within the CalAIM Department. This position plays a key role in designing and maintaining data systems, monitoring program performance, and ensuring compliance with all reporting requirements and contractual obligations. The Systems and Data Analyst collaborates closely with internal teams and external partners to ensure timely, accurate, and actionable data is available to inform decision-making and improve outcomes for underserved communities.

### Position Summary

Applications will be open May 8, 2025, until the position has been filled. Please submit resumes and questions to Ilda Ramirez and Carol Malo at [ilda@visionycompromiso.org](mailto:ilda@visionycompromiso.org) and [carol@visionycompromiso.org](mailto:carol@visionycompromiso.org).

### Essential Functions, Duties, and Responsibilities

#### Program Data Analysis

- Collaborate with the CalAIM Director to create a data collection plan for the department and various programs; oversee the agreed-upon plan including tracking and managing all program assessments.
- Design and enhance internal data systems, dashboards, and tools to support ongoing data collection, tracking, and reporting.
- Conduct routine data validation, cleaning, and quality checks to ensure data accuracy and completeness.
- Monitor and completes all regular reporting requirements for the program; liaise with the sponsoring entity on all data and evaluation matters.

#### Evaluation and Collaboration

- Collaborate with all CalAIM program teams to identify data needs and align data tracking with service delivery goals.
- Assist in the development and refinement of survey tools, feedback mechanisms, and other data collection instruments.
- Support data literacy efforts by helping staff and partners understand, interpret, and use data effectively.

#### Case Management System Implementation & Workflow Support

- Support the implementation of a new case management system, including data integration and user training.
- Advise on the selection and integration of workflow tech tools and solutions to improve operational efficiency.
- Collaborate with tech teams and stakeholders to streamline workflows and ensure the new system aligns with program goals.
- Troubleshoot and improve systems as needed.

#### Compliance and Goal-Meeting

- Prepare and submit required reports to funders, including Managed Care Plans and the California Department of Health Care Services (DHCS).
- Ensure compliance with HIPAA, 42 CFR Part 2, and relevant privacy and data security regulations.
- Consistently meet all assigned productivity and outcome goals.
- Meet with the CalAIM team as necessary to remain clear and up-to-date on implementation, deliverables, and programmatic status.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by the CalAIM Director for this position.

## Additional Duties

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the CalAIM Director.
- Other duties as assigned.

**The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.**

## Required Competencies

### Education/Experience

- Bachelor's Degree (B.A/B.S.) from an accredited four-year institution, preferably in Public Health, Public Policy, Public Health Statistics, Data Science, or a related field, OR commensurate experience.
  - Commensurate experience" typically refers to 4-6 years of progressive, full-time work experience in public health, data analysis, policy research, or related fields, with demonstrated proficiency in statistical analysis, data management, and public health systems. This should include substantial experience with quantitative methods, policy analysis, and the application of data science tools in public health contexts. The candidate should show evidence of successfully managing projects involving data analysis, policy implementation, or public health programs, equivalent to the knowledge typically gained through a formal bachelor's degree program.
- A minimum of three (3) years' experience evaluating public health or social service programs in underserved communities.
- Experience in managing projects, especially those related to data systems and workflows.
- Experience in guiding teams through the implementation of new technologies and processes.
- Experience providing oversight for all aspects of data management, assessment, and program evaluation (e.g., data collection and cleaning, survey/questionnaire design, program outcomes tracking, reporting outcomes), in underserved communities.
- Vendor Management: Experience in liaising with vendors, including negotiating contracts and ensuring service delivery aligns with project goals.
- Experience with Managed Care Plans or Medi-Cal data systems.
- Experience with U.S. healthcare systems and security protocols including HIPAA compliance and familiarity with data encryption, secure file transfer, and access control protocols.

### Skills

- Ability to clearly articulate technical concepts to non-technical stakeholders.
- Ability to develop and deliver training sessions for staff on new systems and tools.
- Skills in analyzing and improving existing workflows to enhance operational efficiency.
- Proficiency in integrating data from various sources and systems to create a unified view for analysis and reporting.
- Skills in using visualization tools (e.g., Tableau, Power BI) to present data insights effectively.
- Strong analytical skills to troubleshoot issues related to data systems and workflows.
- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the Promotora Model or other community leadership models and its role in creating health equity, nationally and internationally.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and effective establishment of priorities.
- Ability to create visual or narrative summaries of complex findings for non-technical audiences.
- Demonstrated success managing multiple deadlines, data sets, or concurrent program evaluations.
- Ability to make data-informed recommendations or improve data systems based on practical program needs.

### Language Skills

- Ability to read, analyze, and interpret general reports, procedures, or regulations.
- Ability to interpret and effectively organize program data to evaluate outcomes and complete both simple and complex reports.
- Ability to write business correspondence.
- Ability to effectively present information and respond to questions from individuals, groups, and the public.

### Computer Skills

- Advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as advanced skills in Google Suite.
- Adaptable to changing technology.
- Experience working with data analysis software such as Tableau, Power BI, Looker, Google Data Studio, or similar.
- Experience working with Electronic Health Record (EHR) systems such as Epic, Cerner, NextGen or similar.

## Certificates, Licenses, and Registrations

- Valid Driver's License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions.
- Valid automobile liability insurance required if driving.
- Completion of HIPAA privacy and security training is required.

## Preferred Competencies – Nice to Have

- Because of the population served, the ability to read, write and speak in English and Spanish is highly desired.
- Previous experience working with CalAIM initiatives.
- Experience with community-based participatory research (CBPR) or health equity-focused program evaluation.
- Experience working with nonprofit organizations, Community Based Organizations (CBOs), or grassroots health promotion efforts.
- Certification in data analytics, such as Google Data Analytics, Tableau Desktop Specialist, or SAS Certified Specialist.

## Physical and Mental Demands

- Must be able to remain in a stationary position up to 90% of the time.
- Occasionally moves about inside home office to access file cabinets, office machinery, etc.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Constantly operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Must be able to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Must be able to work and sustain attention with distractions and/or interruptions.
- Must be able to maintain regular attendance and be punctual.
- Must be able to understand, remember and follow verbal and written instructions.
- Must be able to complete assigned tasks without direct supervision.
- Must be able to exercise independent judgment and make decisions.
- Must be able to perform under stress and/or in cases of urgency.
- Must be able to perform in situations requiring speed, deadlines, or productivity quotas.

**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.**

## Work Environment

- This job operates primarily remotely from an approved remote or home office, with occasional travel for meetings in the organization's offices, community partner offices, hotels, or conference centers.
- The noise level in this work environment is typically quiet.

**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.**

## Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law. Visión y Compromiso reserves the right to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.

