

Data Management Specialist - (22000B6A)

The Department of Housing and Community Development (DHCD) is seeking a Data Management Specialist in the Division of Housing Stabilization!

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

OVERVIEW (NOT ALL INCLUSIVE)

The Data Management Specialist supports DHCD's efforts to collect and analyze a large amount of data from our providers for the purpose of reducing homelessness statewide. Specifically, the incumbent manages the Rehousing Data Collective (RDC), a first-in-the-nation system to compile homelessness data from the state's 12 Continuums of Care (CoCs). This role will ensure that the users uploading data into the RDC receive high-quality training and support and follow data security guidelines. The incumbent coordinates database management with the State's CoCs and acts as the primary liaison with the database's software developer, identifying needs for additional functionality and troubleshooting glitches. The incumbent will also work with DHCD's Division of Housing Stabilization to facilitate data collection and enhance data quality for DHCD funded programs, providing support to data systems users, monitoring data quality, and generating reports to support program administration.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

Coordinate:

- Data warehouse administration with CoCs through the RDC Management Committee.
- With software developers to build out additional functionality as needed.
- Facilitate care coordination through the implementation of provider-level users and client release of information.

Train:

- Coordinate and/or lead trainings on database use and develop a standard operating procedure/manual for database users.
- Field questions from system users on database access, procedures, and functionality, and work with software vendors to troubleshoot technical issues as needed.

Maintain:

- Public dashboard of statewide homelessness data.
- List of authorized users and role assignments, validate access, and run security audits to ensure compliance with security protocols.
- Incident response for all suspected compromisers of personally identifiable information.

Process & Review:

- Review RDC suggested system duplicate matches and confirm or reject matches.
- Process data requests from external organizations in collaboration with CoCs.

PREFERRED QUALIFICATIONS:

1. Excellent written and oral communication skills.
2. Experience in HMIS data collection and monitoring.
3. Knowledge of U.S. Department of Housing and Urban Development (HUD) Homeless Management Information System (HMIS) requirement.
4. Knowledge of CoC Reporting requirements.
5. Experience working with software vendors.

6. Knowledge of housing and homelessness.
7. At least intermediate proficiency using Microsoft (MS) Word, Excel PowerPoint, Access, and Outlook.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

QUALIFICATIONS:

First consideration will be given to those applicants that apply within the first 14 days.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the-required experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Comprehensive Benefits:

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](#)

at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

Executive Order #595: As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is

medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Program Coordinator II

Functional Title: Data Management Specialist

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Sep 26, 2022, 3:09:06 PM

Number of Openings: 1

Salary: \$62,268.18 - \$89,143.08 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjie

Lalli - 6175731254

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=22000B6A>