

Capital Data and Systems Analyst - (210000XA)

Official Title: Program Coordinator III

Functional Title: Capital Data and Systems Analyst

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: Jan 28, 2021, 9:40:54 AM

Number of Openings: 1

Salary: \$63,780.86 - \$92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Capital Data and Systems Analyst supports the staff and management of the Bureau of Housing Development & Construction, the local housing authorities (LHAs) and the Regional Capital Assistance Teams to meet evolving challenges of administering the public housing capital program in support of the ongoing mission to preserve and modernize the state-aided public housing portfolio. The Capital Data and Systems Analyst provides technical project management, coordination and support for: data analysis, dashboard/data visualization creation, performance and utilization of multiple databases, ongoing software enhancement & development (non-IT), analysis of business processes, database maintenance, software user support and training, query/report requests and fulfillment and documentation development for all applicable areas. The Capital Data and Systems Analyst works with DHCD internal IT staff and support vendors as necessary to help maintain a smooth running operation.

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

1. Becomes familiar with and understands the functionality and user interfaces for the subject systems and databases and their structure and content.
2. Modifies and analyzes data through existing queries/reports, prepares and fulfills adhoc query/report requests. Works with DHCD IT as necessary to support efforts.
3. As "Power BI Administrator" for the bureau, utilizes Microsoft Power BI for Visualization data analysis. Designs and development of data models, works with DHCD team Subject Matter Experts (SMEs) and IT to build and maintain self-service reports and BI dashboards for individual business units, Bureau Director and Director of the Division. Assists with automating workforce performance metrics through use of BI. Works with DHCD IT as necessary to support efforts.
4. Conducts regular reviews/data quality checks to maintain database integrity and ensures best possible output of reports. Researches and troubleshoots data and reporting issues and solutions and coordinates implementation of solutions. Updates and/or cleanses data as necessary by editing, and/or appending, and/or removing duplicate/bad data. Identifies methods to increase quality of data capture and updates by respective users. Recommends ways for improvement of performance and utilization of multiple databases.
5. Develops and documents Standard Operating Procedures (SOPs) for analyzing and presenting data in a clear manner. Develops, publishes and communicates documentation of SOPs, user guides, and any other documentation necessary for software user support, use and training. Works with DHCD

- team and related support vendors to develop and deliver training programs in the use of capital planning software and related applications.
6. Recommends and assists with the design and development of ongoing software enhancements and solutions for capital systems including CapHub, the Consolidated Information Management System (CIMS) and the Capital Planning System (CPS). Writes functional requirements and produces wireframes/mockups as necessary to define & communicate functionality.
 7. Primary Administrator for CIMS including troubleshooting and coordination with DHCD team, DHCD IT, outside support vendors and all applicable users.
 - a. Advises LHAs and Regional Capital Assistant Teams (RCAT) in the preparation of 5-year capital improvement plans (CIP).
 - b. Assists with the coordination of input of formula funding awards, special awards, and cap share amounts into the capital planning software and the Capital Awards and Spending Tables (CAST) Access database.
 - c. Provides Annual Plan and Annual CIP support (troubleshooting, data updates via UI, communication with maintenance & support developer for bug fixes and general support)
 - d. Works with DHCD team and related support vendors and DHCD IT as necessary to monitor and address problems and needs.
 8. Ensures that DHCD systems (CIMS, CAST) are in accordance with CapHub project management system.
 9. Advises on and implements approved changes to capital planning and project implementation processes to streamline and simplify business operations.
 10. Provides technical project management assistance as necessary.
 11. Coordinates and manages stakeholder and staff meetings on topics relevant to capital planning.
 12. Other duties, as assigned.

CPS = a web based and Needs based Capital Planning system that facilitates the management of the lifecycle of building and site components and the development of proposed scopes, schedules and budgets for proposed projects.

CIMS = a web based and Resource based planning system that facilitates the development, submission and review of annual 5 year Capital Improvement Plans (CIPs) and Annual Plans (AP).

CapHub = a web based Project Management system that facilitates the implementation of Capital Projects.

PREFERRED QUALIFICATIONS:

1. Proficiency with computer word processing, spreadsheet, data visualization, and database applications including Microsoft Access and Microsoft Power BI.
2. Ability to create and edit queries for report building.
3. Ability to analyze and interpret data to guide programs.
4. Knowledge of project management principles.
5. Experience with design and/or maintenance of web based applications.
6. Experience with systems based quality assurance.
7. Experience in the planning, design, development, implementation, maintenance, support and training of custom web based software applications.
8. Knowledge of state of MA procurement laws.
9. Knowledge of capital improvement planning, building design & construction, and electronic spreadsheet & database applications.
10. Knowledge of proactive capital planning issues including an ability to weigh priorities for capital improvement projects given limited funding, and proposing realistic scopes, budgets and schedules for the projects.
11. Ability to problem solve including analysis of complex procedures and issues, preparation of proposed solutions, arriving at recommended conclusions, proposing appropriate procedures to implement recommendations.
12. Ability to write, communicate, teach and mentor in a concise and clear manner.
13. Ability to work independently or in a team setting and meet deadlines with minimal supervision.
14. Ability to communicate effectively.

15. Advanced computer skills including vocabulary of computer technologies, knowledge of enterprise-level software solutions and strategies, database creation and management, spreadsheets skills, and word processing.
16. Ability to coordinate with third party (outside of DHCD) consulting services and manage consultant deliverables.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within 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.

COMMENTS:

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

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 (by 02/11/21).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four 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, and (B) of which at least one year must have been in a supervisory capacity, or (C) 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 (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) 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 (A) experience.*

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

NOTE: No substitutions will be permitted for the required (B) experience.

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

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli – 617-573-1254

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210000XA>