HCVP Data and Systems Analyst - (200003WU)

Official Title: Program Coordinator III

Functional Title: HCVP 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: May 15, 2020, 4:00:26 PM

Number of Openings: 1

Salary: $63,780.86 - 92,381.90 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Housing Choice Voucher Program (HCVP) Data and Systems Analyst provides analytic support in the areas of data management, documentation, and analysis to support the Division of Rental Assistance’s federally-funded voucher programs. This position supports the administration and maintenance of DHCD’s voucher management and other software and systems critical to our programs. This position plays a primary role in responding to data requests from Division staff, other divisions within the Department of Housing and Community Development (DHCD), legislative staff and advocates. The incumbent is responsible for designing, building and running regular and ad hoc reports to analyze policy implications and program performance. The HCVP Data and Systems Analyst also works closely with Division staff and the Regional Administering Agencies (RAAs) to provide technical assistance to DHCD programs and coordinates with software vendors, as necessary. The incumbent is responsible for ensuring DHCD’s data is well-organized, accurate and verified, and accessible at all times. The incumbent possesses a solid understanding of rental assistance programs in order to understand the relevant data points to respond to policy questions. Data analysis and presentation play a large role in this position. The incumbent identifies, procures and implements additional reporting and data analytics tools that may be needed to effectively administer, evaluate and improve our programs. The Data and Systems Analyst works closely with and responds to data and reporting requests from all program staff.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):
1. Support the Division in managing, maintaining, analyzing and ensuring accuracy of all federal program data and producing reports, visualizations and presentations that drive policy and program development.
2. Play a key role in developing and expanding the Division’s data analytics, including the implementation of business intelligence and Geographic Information Systems (GIS) mapping tools. Support training efforts for Division staff on new tools.
3. Coordinate with colleagues to expand their capacity in using data to monitor and improve their respective programs.
4. Work directly with the Compliance and Performance Analyst to identify and build datasets and reports that can be used to establish program benchmarks in order to monitor program performance.
5. Stay informed and knowledgeable about U.S. Department of Housing and Urban Development (HUD) data standards and requirements for Rental Assistance programs and make recommendations for enhancements or changes in software or data collection in order to continue to meet federal reporting requirements.

6. Ensure the Division’s information technology meets HUD systems’ requirements for compliance in the Section 8 Public and Indian Housing Information Center (PIC) and related reporting systems including federal or state programs.

7. Develop canned reports within DHCD’s voucher management system to be used for general use by DHCD and Regional Administering Agencies (RAA) staff. Respond to ad hoc requests for customized reports from DHCD staff and stakeholders.

8. Provide technical support for information systems used by the Division staff and RAAs.

9. Work with Department staff to use the software to monitor RAA performance and the Departments compliance with HUD systems.

10. Occasional travel throughout the Commonwealth may be required for training and in maintaining on-site presence with RAAs.

11. Attend training programs and obtain certifications, as requested by Supervisor, in order to keep current with all federal Section 8 HCV and Moving to Work (MTW) subjects and Information Technology related materials.

12. Other duties as assigned.

PREFERRED QUALIFICATIONS:
1. Experience with any of the following is preferred: APIs, MySQL, GIS Mapping (ArcGIS), and Business Intelligence Tools (Microsoft Power BI, Tableau, etc.), statistical analysis software (Stata, etc.).

2. Knowledge of HUD systems including Public and Indian Housing Information Center (PIC), Real Estate Assessment Center (REAC) and Enterprise Income Verification (EIV) and/or voucher management software (especially WinTen2+) preferred.

3. Extensive experience with Microsoft Office applications including at least intermediate proficiency using Microsoft Excel, Access, Word, PowerPoint and Outlook. Adept at learning new applications quickly.

4. Experience with housing and/or rental assistance programs.

5. Strong analytical capabilities and demonstrated experience with data analysis and presenting of findings.

6. Exceptional organizational and time management skills.

7. Ability to exercise sound independent judgment and maintain harmonious working relationships.

8. Ability to communicate clearly and effectively both orally and in writing, with attention to detail and thoroughness for program evaluation and follow-up.

9. Ability to take initiative, work independently with minimal supervision and collaboratively in a team setting.

10. Ability to provide guidance to diverse groups and elicit support and cooperation.

11. Occasional evening or weekend work may be required as part of the regular duties of this position.

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.

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 5/29/20)

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: Nancy DePaul - 617-573-1100

**HOW TO APPLY**
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200003WU