



Miami-Dade County, Florida

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Research & Evaluation Analyst

Department: Research & Evaluation
Pay Grade: A5
FLSA Status: Exempt

JOB SUMMARY

The Research and Evaluation Analyst is a critical member of both cross- and inter-departmental teams at The Children's Trust who engages in proactive problem-solving and critical thinking/analysis related to the design and effectiveness of various child, youth, and family services. Primary responsibilities include: contributing to effective program and systems designs for The Children's Trust's priority investments in child, youth and family services; designing and maintaining sound data collection tools and systems to capture meaningful program, operational and community data in a user-friendly, accessible manner; and analyzing and making meaning from available data to tell our stories using compelling visualizations and reports, with an intentional focus on the specific audience and purpose of the message.

This position works under general supervision and support of the director of research. Work performance is reviewed through conferences, reports and observation of results achieved.

Supervisory Responsibilities

This position has no supervisory duties.

ESSENTIAL JOB FUNCTIONS

- Identify, critically review, and synthesize relevant literature to promote learning and inform planning efforts, using academic search tools, the world wide web, professional evaluation resources and direct contacts with model programs.
- Support development and system set-up of program services solicitation content and requirements, as well as the associated grant application questions and review criteria that will assist in selecting the most qualified applicants.
- Review and rate grant applications for appropriateness, quality, and content, to assist in funding decisions.
- Support the development of resources and training to support applicants, reviewers, and service providers.

- Support development of tools and templates set-up of program services contract requirements related to quality implementation and program evaluation data that will support contract staff in negotiations.
- Review and identify reliable and valid measurement instruments for quantity, quality and outcomes performance measures that yield meaningful results and are practical for use with real world, diverse Miami-Dade County populations.
- Design basic survey, interview, focus group and structured field observation tools, when needed.
- Set up data reporting systems parameters for programs to enter participant, attendance, and outcomes data.
- Support the development and use of program metrics and reporting dashboards for continuous learning and improvement, as well as aggregation and trending across programs over time.
- Facilitate contract staff and providers data use through technical assistance and development of resources and training regarding data quality, analysis, and evaluation findings.
- Conduct on-site program quality observations and ratings.
- Participate in the development and improvement of automated data management systems, including system testing as new components/functionality are rolled out.
- Apply participatory planning and evaluation methods to consider the data context, including program environments, cultural factors, and input/feedback from participants.
- Engage in learning conversations with stakeholders on evaluation findings and recommendations.
- Ongoing data management, including cleaning, merging, and organizing large quantitative data sets, creating/updating data dictionaries/audit trails, and preparing datasets for analysis.
- Perform data analyses, including developing and running data queries and syntax in SPSS and Excel, creating/updating documentation of analysis steps/audit trails.
- Utilize appropriate statistical (inferential) and sampling techniques to ensure high levels of confidence and reliability of results.
- Utilize Business Intelligence (BI) tools to access data and complete analyses in a reliable and efficient manner.
- Participate in development, maintenance and implementation of comprehensive research and evaluation plans for each initiative and for cross-initiative projects, including use of secondary data sources, in collaboration with other Trust staff and community stakeholders.
- Analyze, synthesize, and interpret data at the program and initiative levels.
- Provide evaluation results to support annual contract renewal processes.
- Summarize annual progress and results for each initiative, using clear and concise written narrative, data charts and effective visualizations.
- Create statistical, technical, and narrative reports when needed.
- Support competitive bid process in selecting external evaluators when needed.
- Manage and oversee contracts with external evaluators when needed.
- Disseminate findings at various local, state, and national conferences, meetings, and publications.
- Participate on committees and groups that involve child and family research and evaluation projects when needed.

- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires bachelor's degree in Psychology, Social Sciences, Education, Public Health, or related field with specialized training in data analytics or information management; three (3) years of experience conducting program evaluation and/or research in the social sciences relating to children and families; or equivalent combination of education and experience. Master's Degree preferred.

Licenses or Certifications:

Valid Florida driver's license and appropriate automobile insurance for travel to occasional off-site program observations and community meetings. Must be able to drive within Miami-Dade County.

Knowledge, Skills, and Abilities:

- Knowledge and background in program design and evaluation, continuous quality improvement, quantitative and qualitative research methods.
- Knowledge of how to access publicly available secondary community data sources relevant to Trust program investments.
- Knowledge and skills in using Microsoft Word, Excel, PowerPoint, Teams, Outlook, and other job-related computer programs and software applications, including database, business intelligence and statistical programs (such as Power BI, Trust Central, statistical analysis programs/R, etc.).
- Knowledge of database management, basic HTML coding and technical skills to test and configure data information reporting systems.
- Knowledge and skills in development and management of large, complex datasets, including quality assurance, data cleaning and statistical analysis.
- Strong analytical/critical thinking skills and content area knowledge related to funded program areas of The Children's Trust.
- Skill designing and producing effective data visualizations utilizing Power BI, Excel, PowerPoint, mapping software, infographic, and other related applications.
- Ability to establish and maintain collaborative working relationships with managers, service providers, other employees, and the general public.
- Strong interpersonal skills that support effective oral and written communication, teamwork and proactive problem-solving.
- Understanding of the dynamics of large, diverse urban communities with high levels of immigration, such as Miami-Dade County, with demonstrated cultural competence skills.
- Large and small group facilitation skills.
- Ability to work effectively on several projects simultaneously in a fast-paced work environment, and to accomplish assignments independently given basic guidelines and parameters.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. During daily work, the incumbent alternates physical activities such as sitting and walking around the various areas of the organization. In addition, extensive use of computers (monitors and keyboards) to include sitting for extended periods of time and consistent, repetitive hand motion use of computer keyboard is essential to the position. Specific vision abilities required by this position include close vision, distance vision, depth perception and the ability to focus. May be required to lift items of moderate weight up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The workplace is a comfort-controlled office environment. The noise level in the work environment is usually moderate. When outside the office of the work environment, the employee is occasionally exposed to outside weather conditions.

This position allows us to use The Children’s Trust’s hybrid schedule that allows employees to work both remotely and from the Miami office 2-3 days per week.

The Children’s Trust of Miami-Dade County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

The Children’s Trust of Miami-Dade County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The Children’s Trust’s policy is to employ qualified persons without discrimination on the basis of any protected characteristic, including race, color, religion, national origin, citizenship, sex, political affiliation, veteran’s status, age, genetic information, sexual orientation, gender identity, to include transgender status, disability or status in any other group protected by federal/state/local law.