



Posting Date: April 26, 2021
Closing Date: May 10, 2021

***Job Vacancy Announcement
Workforce Research and Data Analyst
Montgomery***

**PROJECTED STARTING
DATE:**

June 1, 2021

POSITION SUMMARY:

Performs research and data analysis to facilitate informed decision-making response to challenges and opportunities for Alabama's workforce; manages software used for administering and tracking non-credit training, assists with the administration of workforce-related grants and assists with a variety of projects and initiatives that advance the organization and help it fulfill its mission.

**MINIMUM
QUALIFICATIONS
REQUIRED:**

1. Bachelor's degree from an accredited college or university in Data Analytics, Management Information Systems, Information Technology, Computer Science, Systems Engineering, Statistics, Economics, Workforce Development.
2. Minimum of four years of directly related work experience.
3. Experience working in the postsecondary education/training sector.
4. Experience developing database queries and reports.
5. Proven ability to work effectively within a team.
6. Proficient use of the MS Office suite of applications (Word, Excel, PowerPoint, Access).
7. Ability to work in a client-facing position that requires timely responses and excellent customer support.
8. Ability to communicate effectively, both orally and in writing.
9. Ability and willingness to travel occasionally.

Note: An equivalent combination of education, credentials, and experience can be substituted for the required work experience.

**ADDITIONAL
PREFERRED
QUALIFICATIONS:**

1. Experience with an educational/workforce development ERP system.
2. Proficiency with a common data analysis tool such as Tableau.
3. Experience using SQL and/or Argos for data retrieval.
4. Experience working with labor market information tools such as Emsi, Burning Glass, etc.

ESSENTIAL FUNCTIONS:

1. Work with various divisions within the organization and with external software consultants to manage non-credit course management software for optimal usage by all stakeholders.
2. Serve as principal source of end-user support for non-credit course management software.
3. Collaborate with various organizational staff members and external software consultants in the implementation of periodic upgrades to the non-credit course management software and communicate associated changes to all end-users.
4. Coordinate ongoing training in usage of non-credit course management software for administrative staff and end-users.
5. Communicate clearly and build team relationships to ensure consistent application of relevant and non-credit policies and procedures and usage of non-credit course management software throughout the organization.
6. Serve as the organization's liaison with the non-credit software provider.
7. Provide on-going customer support to the end-users for questions and technical issues related to the non-credit course directory and software.
8. Serve as the organization's lead for non-credit data analysis and reporting.
9. Retrieve and analyze data on non-credit education and training and prepare reports as needed to respond to information requests from stakeholders.
10. Use a variety of resources and tools for which ATN holds access licenses, and external information repositories, including but not limited to the Alabama Department of Labor, Alabama Commission on Higher Education (ACHE), US Census Bureau, Bureau of Labor

Statistics, US Department of Education, and the integrated Postsecondary Education Data System (IPEDS).

11. Provide accurate and timely workforce data analytics with insight-driven commentary and recommendations to the organization's administrative team to address challenges and opportunities for Alabama's workforce.
 12. Create engaging and informative research briefings for delivery to a wide variety of internal and external audiences; prepare and present data using tables, charts, graphs, and narrative reports that stakeholders can easily understand.
 13. Design, develop, and document data collection processes and procedures as needed for specific projects that can serve to answer recurring information requests.
 14. Use predictive analytics and data mining in developing local, regional, and statewide data models for efficient, effective, and fiscally responsible management of workforce training programs.
 15. Develop prescriptive analytics and provide technical guidance in the utilization of data analysis/reporting systems to help design programs that improve student readiness and program completion.
 16. Design and manage data dashboards that reduce complex data to more simple visualizations to highlight on-going progress toward strategic workforce goals.
 17. Assist with the range of pre-award and post-award grant administration tasks for workforce-related grants.
 18. Represent the organization on internal and external committees, councils, and task forces as needed.
 19. In consultation with and consent of the Executive Director of Alabama Technology Network, represent the organization on projects involving the Governor's Office of Education and Workforce Transformation.
1. Performs other duties as assigned.

MARGINAL JOB FUNCTIONS:

SALARY:

Compensation is in accordance with the Alabama Technology Network's Salary Schedule T-4, \$50,321– \$85,040 and is commensurate with the applicant's qualifications, experience, and education.

APPLICATION PROCEDURES:

A complete application packet consists of the following:

- *a signed cover letter of interest describing specifically how your experience and qualifications meet the minimum requirements,*
- *a completed and signed Alabama Technology Network application form,*
- *a current resume,*
- *copies of all college transcripts (unofficial or official) showing degrees and date conferred, and,*
- *three (3) current and signed professional reference letters.*

Submit application packet to:

Alabama Technology Network
Office of Human Resources
135 South Union Street, Suite 441
Montgomery, AL 36130

DO NOT STAPLE OR BIND APPLICATION MATERIALS

CLOSING DATE:

Applications should be received by no later than 3:00p.m., Monday, May 10, 2021.

Application packets received after the deadline date (including transcripts and reference letters) will eliminate the possibility of an interview.

Incomplete application packets will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant. No email or faxed applications will be accepted.

Please note: Applicants must meet the minimum qualifications as indicated in this vacancy announcement and must submit a complete application packet in order to be considered for an open position. Only complete application packets received during the period of this vacancy announcement will be considered. Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure the application packet is complete.

THE ALABAMA TECHNOLOGY NETWORK IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS THE POLICY OF THE ALABAMA COMMUNITY COLLEGE SYSTEM, INCLUDING ALL POSTSECONDARY COMMUNITY, TECHNICAL COLLEGES, AND OTHER ENTITIES UNDER THE CONTROL OF THE ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES, THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT OR PROMOTION, ON THE BASIS OF ANY IMPERMISSIBLE CRITERION OR CHARACTERISTIC INCLUDING, WITHOUT LIMITATION, RACE, COLOR, NATIONAL ORIGIN, RELIGION, MARITAL STATUS, DISABILITY, SEX, AGE, OR ANY OTHER PROTECTED CLASS AS DEFINED BY FEDERAL AND STATE LAW, SHALL BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION UNDER ANY PROGRAM, ACTIVITY, OR EMPLOYMENT.

THE ALABAMA TECHNOLOGY NETWORK WILL MAKE REASONABLE ACCOMMODATIONS FOR QUALIFIED DISABLED APPLICANTS OR EMPLOYEES. APPLICANTS IN NEED OF AN ACCOMMODATION(S) SHOULD CONTACT THE OFFICE OF HUMAN RESOURCES PRIOR TO THE INTERVIEW AT 334-293-4674.

APPLICANTS MUST ADHERE TO ATN'S PRESCRIBED INTERVIEW SCHEDULE AND MUST TRAVEL AT THEIR OWN EXPENSE.

THE ALABAMA TECHNOLOGY NETWORK WILL NOT BE RESPONSIBLE FOR COPYING APPLICATION PACKETS FOR CURRENT OR FUTURE POSITIONS.

IN ACCORDANCE WITH ALABAMA COMMUNITY COLLEGE SYSTEM POLICY AND GUIDELINES, THE APPLICANT CHOSEN FOR EMPLOYMENT WILL BE REQUIRED TO SIGN A CONSENT FORM FOR A CRIMINAL BACKGROUND CHECK. EMPLOYMENT WILL BE CONTINGENT UPON THE RECEIPT OF A CLEARANCE NOTIFICATION FROM THE CRIMINAL BACKGROUND CHECK. THE ALABAMA TECHNOLOGY NETWORK IS AN ACTIVE PARTICIPANT IN THE EMPLOYMENT ELIGIBILITY VERIFICATION PROGRAM (E-VERIFY). E-VERIFY ELECTRONICALLY CONFIRMS AN EMPLOYEE'S ELIGIBILITY TO WORK IN THE UNITED STATES AS REQUIRED BY THE DEPARTMENT OF HOMELAND SECURITY.

THE ALABAMA TECHNOLOGY NETWORK RESERVES THE RIGHT TO WITHDRAW THIS JOB ANNOUNCEMENT AT ANY TIME PRIOR TO AWARDING OF EMPLOYMENT.