

 Texas Health and Human Services

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Posting Type: Open to All Applicants

Category: Office and Administrative Support **FLSA Exempt/ Non-Exempt:** Non-Exempt

Agency: Health & Human Services Comm **Department:** Texas Civil Commitment Office

Job Title: Data Analyst II **Posting Number:** 493710

Full Time/Part Time : Full Time **Regular/Temporary:** Regular

Job Location: 4616 W HOWARD LN **City:** AUSTIN

Contact: AccessHR Service Center **Telephone:** 888-894-4747

Salary Range: \$3,763.16 - \$4,956.08 **Salary Group:** B20

Shift: Days (First) **Travel:** 20%

Closing Date: 02/23/2022

Job Description:

Data Analyst II: The Data Analyst II performs routine data analysis and research work under the direction of the Texas Civil Commitment Office.

Work involves conducting research to gather, compile and organize data and conducting detailed analyses of the data to produce reports pertaining to administrative and program functions of the Texas Civil Commitment Office. The Data Analyst II works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

Performs evaluative research or data analysis for reporting purposes and management decision support. Coordinates, plans, develops, and monitors research projects to include gathering data, compiling data, analyzing and querying data. Interacts with users, subject matter experts, executive management, and/or outside entities in defining problems, understanding the agency's programs, and gathering information for reporting. Conducts both long and short term studies.

Utilizes historical data and trend forecasting to develop caseload and related projections to aid TCCO Executive Management in determining staffing, space and related needs and developing appropriation requests.

Develops tools to monitor progress in meeting projections and provides updates to TCCO Executive Management on an ongoing basis.

Develops databases, data collection systems, tools and forms to assist program staff with their monitoring and audit functions and to aid management staff in determining compliance with agency policy and procedure requirements. Includes the development of reporting functions in Excel based upon complex datasets and combining multiple datasets.

Plans and conducts research on the agency's programs, including current and historical state policies and regulations and the policies and regulations related to similar programs in other jurisdictions. Requires the ability to conduct ad hoc analysis and prepare reports in short timeframes.

Explores opportunities for process automation to maximize efficiency.

Uses statistical methods and relational databases to analyze data sets. Collects, compiles, and analyzes research data. Coordinates the preparation of reports and research findings.

Provides consultation and technical assistance on research methods, data analysis and related topics. Prepares and provides presentations for professional organizations, governmental entities, and the public. Assists in formulating research objectives and programs.

Knowledge Skills Abilities:

Skill in creating written reports regarding findings and tailoring reports to a variety of audiences.

Skill in gathering and analyzing data to inform executive management decision-making.

Knowledge of running queries, report writing, and presenting findings.

Knowledge of statistical concepts and methods and their application to research analysis; of measurement, testing, and evaluation; and of research methods, principles, techniques, and philosophies.

Advanced Microsoft Excel skills to include compiling multiple datasets, utilizing trend forecasting, creating models and reports, conditional formatting and developing forms.

Skill in conducting qualitative and quantitative research, in the use of a computer and applicable software, and in using statistical tools and programs.

Ability to work independently and manage multiple research projects simultaneously.

Ability to gather, assemble, correlate, interpret and analyze large data sets.

Ability to plan, organize, and coordinate research projects; to evaluate research data; to ensure the development of measuring instruments with respect to reliability, relevance, and validity; to interpret and publish research findings; to communicate effectively; and to supervise the work of others.

Skill in attention to detail and self-editing to produce quality data and written reports.

Advanced skill in critical thinking and problem solving.

Registration or Licensure Requirements:

Initial Selection Criteria:

Graduation from an accredited four-year college or university. Experience in data analysis. Experience and education may be substituted on a year for year basis.

Additional Information:

Requisition ID 471881

Professional writing sample will be requested of applicants selected for interview.

MOS Code:

35F, 182X, 682X, 1S, 8846, 8051, 61AX

HHS agencies use E-Verify. You must bring your I-9 documentation with you on your first day of work.

[I-9 Form](#) - Click here to download the I-9 form.

In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact the HHS Employee Service Center at 1-888-894-4747. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

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