

2019 BID SPECIFICATION

PROGRAM #: 659

STANDARD PROGRAM: Data Analyst

TARGET POP: RCDKSC Customers

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday – Friday 8 am – 5pm, some evenings, weekends and on-call hours may be required.

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

PROGRAM DESCRIPTION:

**Data Analyst**

1 FTE

**Basic Function**

To support Racine County Human Services in adequately collecting, maintaining and submitting electronic data in accordance with various State of Wisconsin requirements.

**Essential Duties**

1. Analysis, design, development, and maintenance of in-house data applications.
2. Maintain web sites for HSD.
3. Cross-train as a State data reporting person.
4. Cross-train as a eWiSACWIS support person.
5. Support the The Clinical Manager.
6. Provide support, testing, and reports for the The Clinical Manager.
7. Creating reports, software installation, training, and supporting users.
8. Export required data to State systems like PPS.
9. eWiSACWIS Data transfer interface maintenance.
10. Provide technical support for eWiSACWIS users and interact with State and Racine County help desks to resolve issues.
11. Ensure all software systems, interfaces and collection tools are functioning in a manner that allows the Department to conduct business in an efficient manner.
12. Other duties as assigned.

**Supervision Received**

Receives supervision from the Information Technology Programmer/Analyst

**Qualifications**

- A Bachelor of Science degree in Computer Science or a related field.
  - Prompt and regular attendance.
- \*Or any equivalent combination, training and experience, which provides the requisite knowledge, skills and abilities.

**Knowledge, Skills and Abilities**

- Experience with The Clinical Manager software by Clinical Data Solutions.
- Experience with Microsoft Visual Studio, .Net, C#, VB, and Java.
- Understanding of object oriented programming and web services concepts.
- Working knowledge of SQL including relational database concepts, stored procedures, triggers.
- Familiarity with Microsoft Windows and Office applications.
- Familiarity with a report building application, preferably MSSQL Report Builder.
- Demonstrated problem-solving abilities.
- Excellent prioritization and organizational skills.
- Excellent communication skills: verbal, written and interpersonal.
- Motivated to deliver high quality software.

**EVALUATION OUTCOMES:**

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.