

Job Title	Data and Compliance Specialist
Employer/ Agency	Harris County Department of Education (HCDE)
Job Description	<p>To ensure the accurate, complete, and efficient data input and maintenance of the data system and provide continuous monitoring of child care partnership processes to ensure compliance with Head Start Program Performance Standards, and state and local regulations.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Model HCDE and Head Start’s mission, vision, and values. • Provide administrative assistance to the Compliance Manager and support the daily operations of the Data Compliance team. • Develop and maintain a system for providing on-site, telephone, or electronic mail support for Head Start staff and administrators regarding procedural and data entry issues. • Conduct internal reviews of child care partner operations for compliance with state and federal regulations. • Assume general responsibility for the collecting, editing, analyzing, and reporting of data required in Head Start’s data information systems. • Provide a consistent level of support services to child care partnership staff regarding compliance issues conducted by on-site visits, data collection, evaluations and reporting. • Assist in reviewing files for compliance, including accessing databases to determine timely and accurate data entry. • Work cooperatively with Early Head Start center-based staff to support accurate, complete, and timely data. • Maintain confidentiality of information. • Perform other duties as assigned.
Qualifications	<p>Education/Certification:</p> <ul style="list-style-type: none"> • High school diploma or GED certificate, some college preferred <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Ability to interact with diverse populations • Effective/efficient interpersonal and analytical skills • Ability to consistently provide high level customer service • Proficiency with computer systems and software applications (database, spreadsheets, word processing and some desktop publishing) • Accurate note-taking skills • Ability to maintain accurate and auditable records • Ability to organize, prioritize and meet multiple deadlines <p>Required Experience:</p> <ul style="list-style-type: none"> • Three years computer training and/or experience working with computer systems and software applications

Salary/Hours	\$32,314 - \$32,314
Employer/Agency	Harris County Department of Education (HCDE) Head Start Child Care Partners
Application Method	Apply online: https://apps2.winocular.com/harriscosd/jobs/ Job# 001809 Search by Job Title
Opening Date	04/17/2015

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