



Position: Data Analyst

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Position Overview

The Data Analyst is a full-time staff position with The Partnership Center, Ltd (PCL). The position will work on data analysis efforts of PCL using national data in the Sage HMIS Reporting Repository maintained and operated by PCL for HUD.

Key Responsibilities:

Data Analytics

- Utilize Sage HMIS Reporting Repository to extract analyze data on HUD homeless programs including the Continuum of Care (CoC), Emergency Solutions Grants (ESG), CARES Act funding (ESG-CV), and Youth Homelessness Demonstration Programs (YHDP) among others.
- Develop and maintain Microsoft PowerBi queries.
- Develop reports and presentations with concise findings that include actionable, data-driven recommendations.
- Develop Coordinated Entry, HMIS, and other activity-related reports focused on performance and outcomes.
- Maintain and continue development of the YHDP Collaborative Dashboard which includes presentation of Sage data along with national census information and GIS mapping.
- Develop quarterly YHDP topical reports and special youth-focused reports as needed.
- YHDP Supplemental Reporting Tool (SRT) development and management.

Sage HMIS Reporting Repository Support

- Assist Sage Administrator with Sage User Support, including managing user accounts and drafting responses to user questions submitted through HUD's Ask A Question helpdesk on the HUD Exchange.
- Assist Sage Administrator with Sage questions data inquiries, and other questions related to the data or Sage functionality.
- Participate in Sage-related trainings for Sage's national user base.
- Work with Sage Administrator and programmers to test new and existing functionality.
- Manage User Approval
- Support source data uploading
- Provide reporting specifications for in-house developers.

Preferred Qualifications

- Advanced level of proficiency working with Microsoft Power Bi and Excel, including advanced formulas, query development, pivot tables, coding etc.
- Experience in Microsoft SQL Server.
- Direct research experience.
- Degree in data science, Quantitative Analysis, or a related area.
- Positive attitude.
- Strong writing and communication skills.
- Strong time-management skills.

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.