

JOB DESCRIPTION

POSITION: Data Integrity Specialist
DEPARTMENT: Executive
REPORTS TO: Business Information Director
Wage & Hour Status: Non-Exempt / Full-time
Date: April 2022
Pay Grade: 120
Salary Range: \$20.40 – \$27.90 / Hour

PURPOSE: Provide internal IT support for the Coalition and maintain inventory on hardware and devices. Maintain integrity checks of databases for possible errors. Identify discrepancies in databases using a variety of software. Review and validate per established guidelines.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Strength in complex problem solving, documenting information and auditing.
- Work independently as a self-starter, and within a team environment.
- Assess/verify the effectiveness and accuracy of data sources.
- Quickly identify and resolve data- and migration-related production issues.
- Acquire data from primary or secondary data sources and maintain data systems and integrity.
- Experience in an IT support function is required.
- Strong ability to collect, analyze information in a systematic manner that results in problems and solutions being identified.
- Good attention to detail and accuracy is required.
- Strong verbal and written communication skills with an ability to interact successfully with internal colleagues, and third parties.
- Strong work ethic and ability to work autonomously.
- The ability to research for criteria such as asset and version types using internal systems.
- Ability to analyze, problem-solving (Intermediate), and look for patterns to provide immediate feedback for potential large-scale data fixes.
- Strong computer and processing skills, particularly in Excel.
- Assist with purchasing and RFP processes

Information Technology:

- Onsite troubleshooting
- Receive, catalog labeled and verify operating condition of inventory received
- Assign inventory items to appropriate staff/location
- Work on Annual Inventory as needed
- Ensure the proper disposal, per state statutes and rules, of inventory to be decommissioned, in compliance with Coalition policies

- Assist with (as needed) IT trainings and/or quality improvement meetings with other team members, as appropriate for technology and data security.
- Responsible for internal custom report writing (Tableau, Crystal Reports)
- Assist with implementation of IT projects (Data Base, Forms, New programs, ect.)
- Launch and train new on any new software
- Attend and participate Florida's Division of Early Learning (DEL) scheduled IT conference calls, trainings, and testing.
- Manage trouble tickets with Outside IT Vendor and Florida DEL

Data Integrity:

- Monitor and verify client funding types, billing groups, eligibility codes and other information related to program/service eligibility and accurate provider payments.
- Review electronic provider files that have been uploaded to the shared company file or the Statewide Information System.
- Monitor Provider profiles and documents for accuracy.
- Communicate with the appropriate eligibility staff regularly to ensure any corrections related to child attendance are completed accurately before payments are made.
- Communicate with the appropriate Quality staff regularly to ensure any corrections related to Provider profiles and documents are completed accurately.
- Monthly Closing process of Reimbursement
- Maintaining Provider Rates & Holidays from contracting and amendments.
- Creation and validation using but not limited to SQL Server, MS Excel, MS Access, MS Flows, Google Apps

Secondary Duties:

- Act as back-up to Reimbursement Staff
- Assist with facilities duties
- Assist with IT Policy updates
- Assist as needed with IT Audit
- Other Duties as assigned

MINIMUM QUALIFICATIONS:

Education and Experience:

Be enrolled in an Associates or bachelor's degree program in Information Technology Computer Science or equivalent.

Knowledge, Skills and Abilities:

Ability to make mathematical calculations.

Ability to organize, coordinate projects, set priorities, meet deadlines, and follow-up on own and subordinates' assignments with little to no supervision.

Ability to work collaboratively and foster teamwork amongst cross-functional teams.

Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.

Ability to solve problems and deal with a variety of variables.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing.

Proficiency in the operation and use of a personal computer and computer software applications (Microsoft Office Suite). Ability to navigate the internet.

Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs.

Must submit to and pass a local and national background screening, including fingerprinting.

Requires a valid Florida Driver License, good driving record and automobile insurance.

Must have reliable transportation.

Must submit and pass a drug screening.

Must maintain a valid CPR/First Aid Certification.

Telecommute eligible, if applicable.

Ability to work flexible hours/schedule, i.e., Saturdays and evening hours on occasion and ability to work off-site in different settings throughout the community.

Work Environment:

Works primarily in an office environment.

THIS DESCRIPTION in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties, responsibilities, and requirements are essential to the job. Job functions and requirements are subject to possible modification to reasonably



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accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

By signing below, I acknowledge to understand the above job description and wholly agree to fulfill the duties set forth to continue my employment with the Coalition.

Name

Date