Research & Data Analyst
Job Description

Workforce Southwest Washington (WSW) is an equal opportunity employer/program. Protected group members are strongly encouraged to apply. WSW does not discriminate on the basis of race, color, national origin, age perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. WSW considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organization. All staff hired at WSW are encouraged to embrace, continually support, and enhance social equity within our organization and in our community.

POSITION OVERVIEW

Workforce Southwest Washington (WSW) brings together business, training and education providers, government agencies and economic development partners to address the workforce needs of local businesses and industries. This position will be responsible for research and data analysis from various sources; will develop and present findings to help the organization cultivate strategies to meet the workforce needs of local businesses. The Research and Data Analyst will research known challenges, such as skills gaps and worker shortages in key industries, and provide analysis that will aid in the development of programming solutions. The Research and Data Analyst will be responsible for providing ad hoc reports to help businesses gain or maintain a competitive advantage in the labor market. The Research and Data Analyst will be responsible for tracking, reporting, and analyzing key organizational performance metrics such as the metrics detailed in our Industry Workforce Plans. In addition, the Research and Data Analyst will assist the Director of Quality Assurance in program reporting as needed.

ESSENTIAL FUNCTIONS

The ideal candidate is experienced in data mining and analytics, thinks strategically, can learn quickly, works well as part of a team, and is detail-oriented.

1. Provide the research, data mining/analysis, reporting and interpretation of local and national labor market statistics and programming metrics.
2. Generates, reviews and understands reports and dashboards. Uses aggregate data from multiple sources to assist in creating a complete analysis, improvement and/or recommendation.
3. Responds to requests from the team; creates weekly, monthly, quarterly, and annual reports for staff and leadership team; creates ad hoc reports as needed
4. Cleanses data
5. Analyze data and to find ways to improve programming and services to customers
6. Inform and advise various levels of management and stakeholders
7. Develop and conduct customer and stakeholder surveys

8. Research market and industry trends and patterns
    o Create detailed reports of findings
    o Simplify findings into presentations
9. Organize and store data for future research projects
10. Create diagrams and documentation to pinpoint problems and showcase solutions
11. Identify and understand problems through forecasting, gap analysis, quantitative reporting, research, and statistical analysis
12. Recommend changes and improvements based on research findings
13. Write reports, white papers, and other published documents
14. Manipulate large, complex data sets using a variety of software applications (SPSS, SAS, Excel, Microsoft Office Suite), including the use of relational databases
15. Other duties as assigned

KNOWLEDGE AND SKILLS
- Bachelor's degree in math, statistics, computer science, or related field plus two years of experience working in a related position, or equivalent combination of experience and education.
- Experience working with various data mining techniques (e.g. decision trees, clustering, regressions)
- Advanced proficiency in Excel
- Knowledge and skills to apply statistics to business cases
- Strong data visualization, reporting, and communication skills (position requires presenting data to management as well as board members)
- Strong math and analysis skills are needed
- Excellent verbal and written communication skills
- Creative problem solving and solution-oriented thinking
- Ability to gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and verbal formats
- Ability to work in partnership with other organizations and groups

ADDITIONAL REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm; however, occasional evening and/or weekend assignments may occur.

WORK ENVIRONMENT
Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington State. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is a salaried, exempt position. Starting compensation range is $55,000 - $60,000 annually. Benefits are provided/available as outlined by policy, which may change from time to time as circumstances warrant.

APPLICATION INSTRUCTIONS

Send resume and cover letter, ATTN: Darcy Hoffman, Director of Business Services, to info@workforcesw.org.

No phone calls or drop-in visits, please.

Workforce Southwest Washington (WSW) is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.