

# Data Analyst/Data Analytics Specialist, Hudson County Workforce Development Board. (HCWDB)

## Position Overview

**Title:** Data Analyst/Data Analytics Specialist **Location:** Jersey City, New Jersey **Reports To:** Executive Director, Hudson County Workforce Development Board **Salary Range:** Commensurate with experience **Type:** Full-Time

The Data Analyst/Data Analytics Specialist for the Hudson County Workforce Development Board (HCWDB) is responsible for collecting, analyzing, and reporting data related to workforce development programs and initiatives. This position plays a critical role in ensuring compliance with the Workforce Innovation and Opportunity Act (WIOA) by providing data-driven insights to support decision-making, program evaluation, and continuous improvement efforts. The Data Analyst/Data Analytics Specialist will work closely with the Executive Director and other staff to develop and maintain data systems, conduct analyses, and generate reports to support the mission and goals of the HCWDB.

## Job Responsibilities

### Data Collection and Management

- Develop and maintain databases to track participant data, program outcomes, and other relevant metrics
- Ensure data accuracy, integrity, and security by implementing data quality control processes
- Collaborate with program staff to identify data needs and develop data collection strategies

### Data Analysis and Reporting

- Conduct statistical analyses to identify trends, patterns, and correlations in workforce development data
- Develop and generate regular reports on program performance, labor market trends, and other key indicators
- Provide data-driven insights and recommendations to support program planning, evaluation, and improvement efforts
- Respond to ad hoc data requests from internal and external stakeholders

### Compliance and Performance Monitoring

- Monitor and report on program performance against WIOA performance measures and other relevant benchmarks
- Identify and address data quality issues and ensure compliance with federal, state, and local reporting requirements
- Collaborate with program staff to develop and implement corrective action plans as needed

### Data Visualization and Communication

- Develop data visualizations, dashboards, and other tools to communicate complex data in a clear and accessible format

- Present data findings and insights to internal and external audiences, including the Board of Directors, staff, and community partners
- Provide technical assistance and training to staff on data collection, analysis, and reporting processes

### **Professional Qualifications**

- Bachelor's degree in a relevant field such as data science, statistics, economics, or a related field; advanced degree preferred
- 3-5 years of experience in data analysis, program evaluation, or a related field
- Strong analytical and problem-solving skills, with the ability to work with large and complex datasets
- Proficiency in statistical analysis software (e.g., SPSS, R, SAS) and data visualization tools (e.g., Tableau, PowerBI)
- Excellent communication and interpersonal skills, with the ability to present complex data to diverse audiences
- Strong project management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment
- Knowledge of workforce development programs and policies, including WIOA, preferred

### **Personal Qualities**

- Strong commitment to data-driven decision-making and continuous improvement
- Ability to work collaboratively with a variety of stakeholders, including program staff, Board members, and community partners
- Detail-oriented and organized, with a strong work ethic and a high degree of integrity
- Flexible and adaptable, with the ability to work independently and as part of a team
- Passion for using data to drive social impact and support workforce development efforts in Hudson County

### **Application Process**

Interested candidates should submit a resume and cover letter outlining their qualifications and experience, along with references to [careers@hcwdb.org](mailto:careers@hcwdb.org)