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<b>Job Title</b>	Data Systems and Rating Manager
<b>PVN ID</b>	VA-2103-003905
<b>Category</b>	Information Technology
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$71,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 29, 2021 (Or Until Filled)

## General Description

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**MISSION**

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State. The Institute is the implementing agency for QUALITYstarsNY.

QUALITYstarsNY is New York State's voluntary 5-Star early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices to ensure that young children in participating programs have access to excellence and families can trust the level of quality in the program they choose. Assessment, coaching, professional development, and a wide range of resources are made available to each site, enabling QUALITYstarsNY to support early childhood programs to earn higher star ratings.

**GENERAL DESCRIPTION**

The Data Systems and Rating Manager is responsible for providing key support to the implementation of the QUALITYstarsNY, New York State's quality rating and improvement system. The Data Systems and Rating Manager supervises the work of the rating team; coordinates documentation review, ratings and appeals processes; and ensures consistency and accuracy of ratings. With the support of the Director and/or the Assistant Director, the Data Systems and Rating Manager leads the management of the database systems and reporting efforts, including ongoing planning and communication with the QUALITYstarsNY central office administrative team, to ensure deliverables are accurately executed and issues are resolved in a timely manner. The Data Systems and Rating Manager acts as a thought partner to the central office administrative team, using strong data analysis skills to create stories that enrich the understanding of the value of

QUALITYstarsNY, leading the project's use of data to measure progress and inform the development of project goals.

## **DUTIES AND RESPONSIBILITIES**

### **Leadership & Supervision**

- Provide leadership in the areas of efficiency of data systems, the QUALITYstarsNY database, and overall progress towards meeting project goals
- Build central office administrative team capacity for implementing the QUALITYstarsNY rating and quality improvement systems and generating ideas for new applications for the use of data
- Facilitate weekly meetings with QUALITYstarsNY's central office team to address issues and drive progress towards deliverables
- Support colleagues in their understanding and use of data for the project
- Supervise a team of Raters;
  - Train Raters to inter-rater reliability;
  - Provide training on using the data systems to review documents and input data;
  - Coordinate schedules and assign work, and
  - Manage workflow and work output.

### **Database Management & Monitoring**

- Responsible for the management of QUALITYstarsNY's database and other software systems
- Refine and maintain document review process and rating manual
- Build and run reports with consistency and accuracy related to statistical data, funding requirements, program goals, systems monitoring, and workflow
- Develop and maintain ongoing monitoring system for QUALITYstarsNY database and software platforms
- Perform data analysis regularly to inform project planning and reporting
- Generate potential new uses of data collection and analysis of data for this project

### **Communication & Partnerships**

- Working with the central office administrative team, respond to the project data reporting needs for staff, funders, and project stakeholders, according to an annual schedule, as well as on an ad hoc basis
- Use communication platforms efficiently for ongoing interactions including follow up as needed
- Attend and contribute to project planning meetings and the development of the annual project calendar
- Maintain efficient and organized records and files as part of the administrative team

Engage in building relationships with key stakeholders, representing and promoting the work of QUALITYstarsNY locally and across the state at various events, trainings, and meetings.

## **Other Duties**

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- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

# Qualifications

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## Minimum Qualifications

- Bachelor's degree required (education or information systems-related field)
- Minimum five years of product management experience managing several products through their entire lifecycle; some experience with a custom built system preferred
- Demonstrated leadership skills, including managing multiple projects and timelines
- Excellent computer skills and experience using various software programs to run projects
- Extensive experience working with databases, ease and familiarity with pivot tables and data manipulation in MSExcel
- Strong data analysis and presentation skills, including defining what data analysis is required to answer specific program questions
- Evidence of clear written, visual, and oral communications skills with diverse audiences
- Ability to prioritize, focus and achieve results in a fast-paced and complex environment
- Ability to work independently and collaboratively in a fast-paced work environment and adapt to changing situations and priorities
- Strong interpersonal skills and experience building high-functioning teams

## Other Qualifications

- Innovative
- Flexible
- Strong interpersonal communication skills
- Sense of humor
- Reflective nature
- Comfortable with competing and shifting priorities
- Sound judgment and decision making

## Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment. This role routinely uses standard office equipment such as conference/webinar software, personal computers, laptops, photocopiers, filing cabinets and presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time, and repetitive motion (keyboarding). Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to various QUALITYstarsNY locations, and other agencies/partners locally and across the state as needed.

## EEO Info

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.*