



Data, Outcomes, and Compliance Specialist

Job Description

Department: County Administration
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Human Services Manager

Summary

Under general guidance and direction of the Human Services Manager, maintains the integrity and effectiveness of the Integrating Community Assets and Networks (ICAN) program, a key component of Utah County's Poverty Mitigation Initiative. Manages data, tracks and reports program outcomes, and ensures compliance with all applicable federal, state, and local laws, regulations, funding requirements, and county policy.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist in implementing and managing the data collection system and track key performance indicators (KPIs).
2. Oversee the accuracy and timeliness of data entry from RICs and other staff; provide ongoing support and ensure compliance with measurement tools.
3. Monitor and evaluate program outcomes and generate data-driven insights for internal and external stakeholders.
4. Coordinate with consultants to assess the community and social impact of the ICAN program and ensure adherence to ICAN model's fidelity.
5. Prepare accurate and compliant reports for audits, grant reviews, and external stakeholders.
6. Assist in overseeing internal operations; ensure program audit readiness and achievement of performance benchmarks.
7. Determine family participant eligibility for Temporary Assistance for Needy Families (TANF) using the TANF Eligibility Verification System.

Knowledge, Skills, and Abilities

- Knowledge of data collection methods, security, and privacy best practices
- Knowledge of applicable federal, state and local laws, regulations, and funding guidelines
- Knowledge of audit procedures and risk management principles

For Office Use Only

Job Code: 2215

Job Title: Data, Outcomes, and Compliance Specialist

FLSA: Exempt

Effective Date: 2/15/2025

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Skilled in statistical analysis and interpretation
- Skilled in accurate and speedy data entry
- Skilled in interpersonal, communication, and problem-solving skills
- Skilled in computer software, including proficiency in Microsoft Office Suite
- Ability to analyze data, identify trends, and draw meaningful conclusions
- Ability to maintain data integrity and security
- Ability to prepare clear and concise reports and presentations
- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously
- Ability to identify and resolve data-related issues effectively
- Ability to cultivate and maintain effective working relationships with coworkers within the department and through the county
- Ability to build strong relationships with stakeholders
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job primarily operates in a remote work environment with the flexibility to work from the office occasionally. When working from the office, the environment is professional, utilizing standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high stress situations including contact with the public and others in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee frequently drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in social sciences, data analysis, or a related field.
2. Three (3) years of experience in program evaluation, data analysis, or compliance.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with grant compliance experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

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Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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