



# CALIFORNIA HUMAN DEVELOPMENT

## CREATING OPPORTUNITIES TO END POVERTY

### California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** MIS Specialist I

**DEPARTMENT/DIVISION:** Workforce Development & Farmworker Services

**REPORTS TO:** Deputy Division Director

**FLSA STATUS:** Non-Exempt

**LOCATION:** Woodland Corazon Center

**REVISED DATE:** 03/31/2022

**Summary Description:** The MIS (Management Information Systems) Specialist I will assist the MIS Specialist II and the Lead MIS Specialist with the review & quality control of clients' eligibility packages submitted to the MIS Department. The MIS Specialist I will assist with the review, process, and data input of incoming client paperwork into the electronic tracking system ensuring proper documentation and satisfaction of eligibility requirements for the various programs.

**DUTIES AND RESPONSIBILITIES:**

- Complete file setup and filing.
- Acquire and maintain current knowledge of all relevant regulations and eligibility requirements.
- Assist with providing technical assistance to local office staff in determining participant eligibility and completing all required documents.
- Assist in monitoring the MIS records maintained by the local office to ensure compliance and completeness.
- Assist with all client documentation, assessment, and training packages, including Supportive Services requests collection, tracking and review of Work Experience Timesheets and Allowances Spreadsheets, client documentation, packages, and forms.
- Assist with the review of client follow-ups from local office staff.
- Assist with the review of client intake packages to verify client eligibility.
- Ensure client entrance procedures are followed.
- Complete data entry for all MIS client tracking systems.
- Perform client paperwork review through the client's duration with CHD, including intake and activity packages, exit & placement, and follow-up as requested.
- Review Disaster Program paperwork and process temporary jobs payroll when handling Disasters funds.
- Participate in regular MIS department meetings.
- Actively participate in the safety program and provide meaningful suggestions for working safely.
- Other related duties as assigned.

## **Supervisory Responsibilities**

None

## **Required Skills and Abilities**

- Bilingual English/Spanish is highly desirable.
- Ability to travel to various locations as requested.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to tasks such as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to lead and motivate the MIS staff to ensure funding source compliance in all aspects of the program.
- Ability to interpret a variety of technical instructions in mathematical or diagram form and handle several abstract and concrete variables.
- Ability to complete, analyze, and submit complicated reporting requirements required by all funding sources.
- Ability to follow organization's policies, procedures, and ethical codes with staff and clients.
- Intermediate to advanced knowledge of Microsoft Office, including Excel, Word, PowerPoint, Publisher, and Outlook.
- Knowledge of accounting software and CHD's accounting and payroll systems, such as the IBS payroll system.
- Intermediate to advanced knowledge of case management systems, including knowledge about generating reports and analyzing data from systems, such as CalJOBS and WIATS.

## **Education and/or Experience**

- High school diploma or GED.
- One year of clerical/administrative experience.
- Equivalent combination of education and experience.
- Demonstrated ability to use Microsoft Office 365 software and other case management systems, such as CALJOBS, WIATS, etc.

## **Certificates, Licenses, Registrations**

- Must possess a valid California drivers' license, proof of auto insurance, and be insurable under agency policy if driving a company or personal vehicle

## **Physical Requirements**

Regularly: Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Talk or hear

Frequently: Walk

Occasionally: Stand; Stoop, kneel, crouch, or crawl; Lift up to 25 lbs

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

**Work Environment**

Occasionally: Work near moving mechanical parts; Fumes or airborne particles; Risk of electrical shock

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that they get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_