



# District of Columbia Housing Authority

## Vacancy Announcement

Central Office

### ANNOUNCEMENT #18-43(A)

(This announcement amends area of consideration and opening and closing dates)

<b>Title:</b> Data Analyst	<b>Department:</b> Housing Choice Voucher Program
<b>Grade:</b> DS-301-09	<b>Salary Range:</b> \$50,436 pa - \$65,807 pa
<b>Opening Date:</b> 06-05-18	<b>Closing Date:</b> Open until filled
<b>Area of Consideration:</b> DCHA Employees and the General Public	

#### Duties and Responsibilities:

- Collects program data on a continuing basis, utilizing a variety of sources; reviews and examines all data from customers invoices and provides metrics; reports any problems found and makes recommendations.
- Collects and merges data from databases and spreadsheets to display into other formats.
- Perform data functions in Excel including Pivot and Lookup tables.
- Understand and perform basic PC peripheral installations as needed.
- Perform Software installations both general and complex.
- Makes determinations in accordance with DCHA and the U.S. Department of Housing and Urban Development (HUD) requirements.
- Runs various mathematical calculations to determine how the data metrics might best be applied to improve program activities.
- Analyzes and reports on trends in data collected.
- Assists HCVP staff in resolving complaints in data and customer service problems.
- Performs other related duties as assigned.

#### Qualification Requirements:

Bachelor's degree from an accredited college or university and a minimum of two years' related experience; or other equivalent combination of education and/or experience which meet the minimum qualifications requirement. Such experience may have been gained in administrative, professional, technical, investigative or other related work.

#### Quality Ranking Factors:

The following ranking factors will be used in the evaluation process. All applicants must respond to each ranking factor by providing a narrative statement addressing the factors listed below. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, etc. that includes the degree to which you possess the job related knowledge, skills and ability described in the ranking factors.

**Note:** Failure to respond to all ranking factors will eliminate you from consideration.

**Ranking Factor #1:** Knowledge of policies, procedures, goals, objectives, operational entities, Requirements and activities as they apply to the assigned area of responsibility. *(over)*

**Ranking Factor #2:** Knowledge of and experience in the application of governing District of Columbia Housing Authority and HUD laws, regulations, policies, procedures, methods and techniques of the Housing Choice Voucher Program.

**Ranking Factor #3:** Working knowledge of the following: Sharepoint, ASP and Crystal reports.

**Ranking Factor #4:** Analytical skills; ability to work with large amounts of data, facts and figures.

**Other Significant Factors:**

- Applicants who require accommodations or have questions in the application process should contact the Human Resources Department at (202) 535-1618.
- This position **is** in the Collective Bargaining Unit represented by AFGE Local 2725

The District of Columbia Housing Authority (DCHA) conducts pre-employment screening on specified positions, which may include but is not limited to a criminal background check, drug and alcohol testing, verification of academic credentials, licenses, and certifications, and/or verification of work history.

This position has been designated by the department to require a drug and alcohol screening and background check. Finalist(s) for this position will be subject to drug and alcohol testing and will be required to consent to a pre-employment background check as a condition of employment.

*For consideration please submit your application to:*

**Human Resources Department  
1133 North Capitol Street N.E., Room 222  
Washington D.C. 20002  
Fax # (202) 535-1375**

**DCHA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**