Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Research** Division! Go to our job board to apply: job board

The Research Analyst I job at a glance

General Summary

Under the direct supervision of the Research Manager, the Research Analyst will work within a team of research analysts and provide support to a senior research analyst. The person in this position is responsible for collecting and preparing data for analysis utilizing methods that ensure data quality and integrity. Other responsibilities include basic data analysis and reporting, and providing technical assistance regarding data.

Core Benefits!

- **Remote** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
    - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
    - There are a variety of medical and dental plans offered.
- **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
    - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture**: Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Data Collection and Data Quality: Conduct data collection activities; provide clear and detailed instructions for completing data collection instruments; conduct quality assurance of data and utilize data cleaning techniques; provide technical assistance to others to ensure data quality is high; transcribe audio and video data collected from focus groups or interviews with high level of accuracy and attention to detail. Utilize cloud-based software to create forms or data collection instruments, enter data, and extract data. 65%

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Reporting: Produce basic data reports to fulfill reporting requirements of various projects. Use data to report trends and areas within programs that need improvement/are not on track with milestones and communicate findings to the Senior Analyst; adhere to standard definitions of data elements for data collections and reporting; make recommendations about improving data quality; utilize data to respond to ad hoc information requests; provide support to Senior Analyst by conducting basic data analyses and writing sections of reports. Conduct literature reviews and summarize findings. 25%

Administrative Support: Prepare business documents with high level of quality; perform administrative functions such as mileage and expense reports and copying. 5%

Committee and Group Participation: Actively participate in internal and external meetings, trainings, and committees to increase knowledge and to spread knowledge. 5%

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Contribute to advocacy materials.
- Other duties as assigned.

Job Specifications

Education/Experience

- BA degree required in Education, Social Sciences, Psychology, Sociology, Human Development, Public Policy, Mathematics, or any other related fields with coursework in statistics and research methods, plus a minimum of one year organizational / project experience involving program and or outcome evaluation, survey/protocol development, data collection, and data management or an equivalent amount of combined education and experience to perform the duties as described.

Knowledge

- Significant knowledge of MS Word, MS Excel, and general office procedures required.
- Experience using computer applications to help gather, compile, analyze, and report information and statistical data.
- Demonstrated knowledge of quantitative and qualitative research methods and program evaluation required.
- Demonstrated knowledge of software applications used to create, administer, and analyze surveys (e.g., Qualtrics, Survey Monkey) required.

- Demonstrated experience in statistical analysis including quantitative analysis skills in SPSS or R (or similar statistical programs) preferred.
- Knowledge of data visualization tools. .
- Knowledge of the Early Education field including subsidized child care and Early Head Start preferred.
- Knowledge of evaluation tools/measures that are common to the Early Education field preferred.

Skills

- Strong organizational and time / project management skills and the ability to prioritize and manage multiple tasks to meet deadlines efficiently and accurately.
- Strong problem solving skills; proficient in critical thinking
- Ability to anticipate challenges and identify appropriate solutions.
- Excellent analytical skills and attention to detail.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent ability to effectively and diplomatically work with a diverse population of clients and customers; creating positive atmosphere and approach, as well as creating a positive experience for agency staff, management, and clientele at all times.
- Must possess a high level of customer service skill to positively interact with partners even during stressful or challenging circumstances.

Abilities

- Ability to implement qualitative and/or quantitative forms of data collection with linguistically and/or culturally diverse populations.
- Ability to thoughtfully balance program and evaluation needs and interests.
- Ability to coordinate data collection from staff outside of the department or agency.
- Ability to ethically handle personally identifiable information (PII) required.
- Spanish language fluency (written and spoken) preferred.
- Ability to travel to meetings in Los Angeles and San Bernardino counties required.
- **Travel**: This position requires travel. Staff may choose any mode of transportation (driving, walking,

bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive on behalf of CCRC, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and receiving DMV clearance.

- Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
- Live Scan Clearance / DOJ Fingerprinting: For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
- Health Clearance: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
- MVR / DMV clearance in accordance with CCRC's liability insurance provisions: For positions where driving is required.
- *Child Development* Permit: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- CPR / Pediatric CPR certification: For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- Federal Debarment Checks: For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Physical Demands

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

Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**1-2**	**3-4**	**5-6**	**7-8**
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☒	☐	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☒	☐	☐	☐	☐

Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**1-2**	**3-4**	**5-6**	**7-8**
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☐	☐	☒	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☒	☐	☐	☐	☐
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☒	☐	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☒	☐	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☒	☐
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☒	☐	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☒	☐	☐
Twisting: Turning from right to left at the waist.	☒	☐	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☒	☐
Walking: Moving about on feet to accomplish tasks.	☐	☒	☐	☐	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations
If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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