



FULL-TIME EMPLOYMENT OPPORTUNITY

Position Title: Performance Analyst
Location/Department: Job & Family Services/Administration
Beginning Hourly Pay Rate: \$23.44+ 3.5% increase after completion of probation; Pay Grade 9
Classification: Full-time, Classified, Non-Exempt, Non-Bargaining
Date Issued: June 27, 2024
Application Deadline: Until Filled (first review of applications will begin July 11, 2024)

Instructions: Applicants interested in the above named position are to submit an employment application and a resume and a letter of interest to the Clark County Personnel Office, c/o Springview Government Center, 3130 East Main Street, Springfield, Ohio 45503 or fax to (937) 328-2486 or email to hr@clarkcountyohio.gov. Please be sure to specify skills and experience applicable to the position. Applications may be obtained in the Clark County Personnel Office located at Springview Government Center, or at CCDJFS located at 1345 Lagonda Ave., Springfield, OH 45503 or online at www.clarkcountyohio.gov. Interested CCDJFS employees need only submit a current resume and a letter of interest.

Responsibilities:

The primary duties for the selected employee is to research, gather and evaluate information concerning job and family services programs for the agency. In addition, the individual serves as an informational resource person and technical advisor on data trends for the agency. Develops and maintains tracking tools in a variety of computer programs.

Minimum Qualifications:

- Completion of undergraduate major core coursework in psychology, sociology, mathematics, statistics, business or public administration OR two courses or twelve months experience in research methods, two courses or twelve months experience in written communication, one course or six months experience in business mathematics, one course or six months experience in statistics, and one course or six months experience in independent study in research, training; OR any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Two years of experience in Microsoft Office (all programs).

Preferred Qualifications:

- Familiarity with JFS programs.
- Demonstrated ability to work in a variety of computer programs, including Excel and Access, SQL.
- Highly skilled and experienced in communicating effectively in writing and orally with elected and appointed officials, staff and public.
- Demonstrated ability to manage diverse tasks.

Note: Additional consideration may be given for years and types of experience and education beyond the minimum and preferred qualifications, knowledge, skills, and abilities.

Benefits:

14 Paid Holidays, Ohio Public Employees Retirement (OPERS), Health, Dental, Life Insurance, Tuition Reimbursement, Sick and Vacation Leave.

***Applicants needing accommodation for completing application or interview, please call 937.521.2015.**

Clark County is an Equal Opportunity/ADA Compliance Employer.

CCDJFS does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.