



Wes Moore | Governor

Aruna Miller | Lt. Governor

Carmel Roques | Secretary

## Data Manager (Health Policy Analyst II)

**Position Description:** The Maryland Department of Aging is seeking a dynamic, experienced Data Manager to develop and enhance the Department's ability to evaluate the effectiveness of our programs and create data-informed program and policy recommendations. As the Department works to position Maryland as a longevity-ready state, the need to make data-informed decisions about complex systems and services is essential.

The Data Manager will work across the Department over a 10-month period to review existing data systems and reporting and develop recommendations and resources to increase quality measurement and impact reporting. Responsibilities include:

- Evaluate existing data collection and analysis efforts and make recommendations to align systems and processes to meet the Department's goals.
- Manage data preparation and analysis by integrating and consolidating data within and across programs.
- Provide training and technical assistance to program managers to ensure data quality and accuracy for all program reporting.
- Assist local Area Agencies on Aging to meet the Department's expectations for data collection and reporting and create more effective impact measurement.
- Develop and edit data collection and reporting tools to ensure quality, impact-focused outcomes reporting.
- Recommend system changes and process improvements to enhance overall quality of data collection.
- Review and analyze complex data sets and translate into visual and written formats for use in talking points and presentations.
- Assist program managers to improve data collection processes for program quality monitoring and reporting.
- Assist in the Older Americans Act Performance System data collection and reporting process and integrate reported outcomes with other data sources to demonstrate service impact.
- Act as the primary liaison for the Department's forward-facing data tool and dashboard to report Multisector Plan on Aging goals, performance indicators, and progress.
- Act as the subject matter expert for any procurements, contracts, and agreements focused on data systems, reporting, and evaluation.

### Minimum Qualifications:

- Education: A Bachelor's degree from an accredited college or university.
- Experience: Two years of experience evaluating, analyzing, researching, and developing health care services and/or human services, policies and programs.



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**Notes:**

1. Candidates may substitute the possession of a Master's degree in Health Sciences, Health Care Administration, Public Health, Public Policy or a closely related field for one year of the required experience.
2. Candidates may substitute the possession of a Doctorate degree in Health Sciences, Health Care Administration, Public Health, Public Policy or closely related field for the required experience.

**Preferred Qualifications:**

- 3 years data management experience;
- Experience working in human services or public health preferred.

**Details:** This is a contractual position for up to 40 hours per week through September 30, 2024, with the potential for extension. The position is budgeted at a salary of \$91,210. The position is offered on a hybrid schedule, in the Baltimore City office 2-3 days per week.

Maryland State full time contractual employees are eligible for subsidized health benefits coverage for themselves and their dependents and up to 40 hours paid leave per calendar year.

**Apply:** Interested applicants should email [mdoa.executiveoffice@maryland.gov](mailto:mdoa.executiveoffice@maryland.gov) with their resume. Please include in the email body a brief summary of your interest and qualifications. Applications will be reviewed on a rolling basis.