

# Los Angeles Homeless Services Authority

-A Joint Powers Agency Created by the City and County of Los Angeles-

811 Wilshire Blvd. • 6<sup>th</sup> Floor • Los Angeles • California • 90017  
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## JOB DESCRIPTION

Title: Data Analyst

**Classification Standards:** Under the direction of IT Management, this position has the responsibility to develop MS SQL & Access databases and create Crystal and MS Access Reports and MS SQL reporting services. This includes analyzing, interpreting, and presenting data in various report formats as well as supporting and maintaining databases and standard reports for internal staff and participating agencies throughout Los Angeles County.

**Minimum Qualifications:** Minimum of two years' experience in SQL design and areas of data collection, analysis, interpretation, and presentation. The candidate must be proficient in MS Access, MS SQL 200x or other SQL database platforms, data compilation and report generation, and the ability to program in T-SQL using stored procedures, triggers and views. Development experience in using SQL 200x Reporting Services, Crystal Reports and MS Access are required. Effective oral and written communication skills are required

**Training and Experience:** Bachelor's degree in Information Systems, Computer Science, or related field, or two years experience in the field of database analysis, design, network administration and in-depth knowledge of database programming in MS SQL 200x. Experience with ASP.Net, Visual Basic.NET, XML, PHP, HTML and Java Script is a plus.

### Essential Job Functions:

- Provide support for reporting the continuity of data being submitted to LAHSA.
- Provide support to development team by evaluating the quality of data being exported and imported into LA CoC HMIS System.
- Provide input and review of training materials to include the identifications of correct field population of required data based on HUD Data Standards.
- Support reporting requirements by insuring that the integrity of the data warehouse is accurate and in accordance with HUD Data Standards.
- Analyze data for accuracy, process audit reports, suggest solutions to remedy deficiencies and validate results.
- Participate in validating results for any discrepancies presented in the LA CoC HMIS system.
- Attendance to meetings as necessary.
- Assists IT Management with the timely coordination and implementation of HUD sponsored programs.
- Manages reporting functions and provide guidance to staff and users regarding changes or modifications to reports.
- Gather, develop requirements and generate ad-hoc or management specific reports.
- Participate in database application design and installation.
- Assist other members of the IT/HMIS Department in carrying out technical projects including planning, training, implementing, website maintenance and the installation/setup of hardware and software.
- Some local travel to agencies throughout Los Angeles County is required.
- Ability to be an effective team member and handle project responsibility in a timely manner.

To be considered for this position, please forward a resume and cover letter to:

[humanresources@lahsa.org](mailto:humanresources@lahsa.org)

Los Angeles Homeless Services Authority  
Attn: Keshia Douglas, Director of Administration  
811 Wilshire Boulevard, 6<sup>th</sup> Floor, Los Angeles, CA 90017  
Fax: (213) 892-0093

**LAHSA IS AN EQUAL OPPORTUNITY EMPLOYER**