



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

Position Title: Data and Quality Analyst
Employment Status: Full-Time/12-Months (Career Service)

General Description:

The Money Follows the Person (MFP) Demonstration Project is a time-limited Medicaid initiative that supports qualified Medicaid beneficiaries to transition from long-term care facilities and back into their homes and communities. The MFP Project is housed under the University Center for Excellence in Developmental Disabilities (UCEDD) and works to sustain quality transition practices after the project's end date in 2026. The primary responsibility of the Data and Quality Analyst is to work with the MFP team and broader agency and partners to create the desired outcomes for the MFP grant initiatives, while working with the Project Director to ensure the terms of all grants/contracts are being fulfilled. Applicant must have passion for program integrity, experience with managing grants and contracts, be an outcomes-driven thinker and possess strong written and numeric analytical skills including creating summary reports, complex databases, and spreadsheet analysis.

Job Duties and Responsibilities:

- Oversee and manage MFP data reporting requirements with regard to participant information and service expenditures
- Apply knowledge of quality improvement principles and practices to create programmatic change
- Prioritize, design, and integrate multiple data projects and priorities, using MS Excel analytic workbook solution development
- Work with data from multiple sources to drive service improvement
- Provide monthly reports with analysis
- Report directly to Project Manager

Minimum Qualifications:

- Bachelor's degree in related field
- Five (5) years of demonstrated experience in data analysis
- Professional knowledge in data collection and analysis
- Computer literacy in various program software, and
- Proficient communication, organization and coordination skills, etc.

Salary: GS-13/17-22: \$28,480.00 - \$32,380.00 per annum

Application Deadline: October 12th, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office
699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by
emailing ascchumanresources@amsamoa.edu.

“An Equal Opportunity/Affirmative Action Employer – And a Drug-Free Workplace”