

State of South Carolina  
Data Coordinator - 61089548

<b>SALARY</b>	\$46,655.00 - \$86,321.00 Annually	<b>LOCATION</b>	Richland County, SC
<b>JOB TYPE</b>	FTE - Full-Time	<b>JOB NUMBER</b>	174403
<b>AGENCY</b>	First Steps	<b>DIVISION</b>	SC First Steps
<b>OPENING DATE</b>	03/10/2025	<b>CLOSING DATE</b>	3/30/2025 11:59 PM Eastern
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	All applicants must apply online.	<b>CLASS CODE:</b>	AM42
<b>POSITION NUMBER:</b>	61089548	<b>NORMAL WORK SCHEDULE:</b>	Monday - Friday (8:30 - 5:00)
<b>PAY BAND</b>	Band 6	<b>HIRING RANGE - MIN.</b>	\$46,655.00
<b>HIRING RANGE - MAX.</b>	\$66,488.00	<b>OPENING DATE</b>	03/10/2025
<b>EEO STATEMENT</b>	Equal Opportunity Employer	<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

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Job Responsibilities



Are you an experienced professional looking for new opportunities to further your career? South Carolina First Steps is seeking a hardworking and dependable candidate just like you to apply! This position will offer great benefits with the state, including 15 days of annual and sick leave per year or more depending on applicable state service.

[The Responsibilities of the Data Coordinator:](#)

The Data Coordinator will lead compliance and accountability efforts for the 46 First Steps local partnerships through data collection, management, analysis, and outlined reporting. The Compliance Coordinator will monitor compliance of First Steps local partnerships with established requirements in statute, Program and Operational Guidelines grant agreements, and other defined standards in coordination with their assigned Program Officers and other team members. Ensure compliance with grant awards, bylaws, Program and Operational Guidelines, etc. through the ongoing management of data, monitoring, reporting, and providing accountability. Must be self-motivated and capable of delivering high quality, work with general supervision.

- **DATABASE ADMINISTRATION** - Manages users for agency systems including the learning management system and KITS. Serves as a technical resource for the learning management system, the First Steps Data Collection System (FSDC), and KITS. Participates in testing, piloting, onboarding, and ongoing training and support for KITS. Leads annual set up of local partnership programs and services in KITS, including any initial seeding in of program participant data, in collaboration with local partnership and state staff. Supports program staff in exploring and implementing data collection tools that may be required or supported by program model purveyors.
- **DATA MANAGEMENT** - Manages all local partnership data and data collection functions. Develops, maintains, and enforces data policies, processes, and procedures. Monitors to ensure accuracy and integrity of all data sets. Analyzes data and develops standard, regular reports for local partnerships and state office staff. Ensures data security, privacy, and adherence to all relevant state and federal laws and regulations. Aligns and integrates data systems, where possible, in collaboration with vendors and other staff. Streamlines data collection and reporting burdens for program participants and staff. Archives and maintains historical data. Creates and cleans datasets for internal and external evaluations.
- **TRAINING** - Collaborate with the operations manager to facilitate internal and external training through various channels, including but not limited to the Learning Management System (LMS). Oversees LMS administration and course content creation. Develops best practice policies for LMS tools and agency use.
- **MONITORING AND EVALUATION** - Identifies local partnerships for and facilitates annual on-site monitoring and evaluation process, in collaboration with local partnership and state staff. Prepares data sets, reports, and analyses at the request of First Steps leadership, the Board of Trustees, program evaluators, the Education Oversight Committee, and the SC General Assembly.
- Other duties as assigned.

## Minimum and Additional Requirements

- Bachelor's degree (minimum) in Public Administration, Statistics, Non-profit Management, Public Health, Sociology, or related field with at least five years of related work experience required. Experience in project management, non-profit leadership development or non-profit management.

### Additional Requirements:

- Proficient in Microsoft Office Suite.
- Moderate knowledge of database structures, operating systems, data security, database policy and procedure development, systems integrity and monitoring.
- Project management, process management, quality assurance/audit.
- Knowledge of the compilation, analysis and presentation of data, including development of relevant technical documentation.
- Ability to have strong problem solving, leadership and analytical skills.
- Ability to have excellent oral, written, and interpersonal communication skills.
- Attention to detail.
- Ability to be reliable and prompt.
- Ability to exhibit awareness and sensitivity to diversity.
- Ability to work in a team environment.
- This position may require limited in-state travel. Valid Class "D" driver's license and the ability to travel in-state and out of state required.

## Preferred Qualifications

- Master's Degree preferred.

## Additional Comments

*SC First Steps is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.*

*Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.*

### **SC First Steps offers an exceptional benefits package for full time (FTE) employees:**

1. Health, dental, vision, long-term disability, and life insurance for employees, spouse, and children. Click [here](#) for additional information.
2. 15 days annual (vacation) leave per year
3. 15 days sick leave per year
4. 13 paid holidays
5. Paid Parental Leave
6. S.C. Deferred Compensation Program available ([S.C. Deferred Compensation](#))
7. Retirement benefit choices\*
  1. State Retirement Plan ([SCRS](#))
  2. State Optional Retirement Program ([State ORP](#))

*\*Enrollment in one of the listed plans is required for all FTE employees; please refer to the contribution section of hyperlinked retirement sites for the current contribution rate of gross pay.*

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### **Employer**

State of South Carolina

### **Agency**

First Steps

### **Address**

636 Rosewood Drive

Columbia, South Carolina, 29201

### **Phone**

803-734-0479

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

## Data Coordinator - 61089548 Supplemental Questionnaire

### \*QUESTION 1

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

- Yes  
 No

### \*QUESTION 2

Do you have at least a bachelor's degree with five years of related experience (Public Administration, Statistics, Non-profit Management, Public Health, Sociology)?

- Yes  
 No

### \*QUESTION 3

Please briefly describe your experience as it relates to this position.

### \*QUESTION 4

Do you possess a valid Class D driver's license, or if you do not already have one, do you have the ability to obtain a Class D driver's license?

- Yes  
 No

### \*QUESTION 5

How did you hear about this position?

- SC State Jobs Website - jobs.sc.gov  
 Indeed.com  
 LinkedIn.com  
 A current employee  
 A former employee  
 Other (please specify below)

### \*QUESTION 6

If you answered "other" to the question above, please specify where you heard about this position below.

\* Required Question