



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: MIS Manager
SUPERVISED BY: Director of Contracts & Planning
LOCATION: Winton, Merced County
SALARY: \$55-\$77K/YR, Full Time, Benefits & 401k
DATE POSTED: June 5, 2026
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY:

Perform support functions for the Planning and Operations Department. Takes lead on reporting, data entry, follow up, retention, file management, CalJOBS and Federal database management (GPMS), local/state/federal MIS monitoring and addresses deficiencies within all CVOC programs. In addition, supervises and leads the MIS staff and provides oversight to ensure compliance, accuracy, and timely reporting and must have the ability to become familiar with all program eligibility guidelines and program requirements related to CVOC's Education, Workforce, and Energy programs in Madera, Merced and Stanislaus counties.

EXAMPLES OF DUTIES:

- Serve as custodian of records; ensure data is accurate, submitted on time and updated as changes take place.
- Work with Business Services Representatives, Case Managers and Management to ensure client data is properly recorded and tracked.
- Prepare correspondence and required reports.
- Work with Center Directors, Business Services Representatives, and Senior Management on all CVOC program performance outcomes.
- Perform selective monitoring intake/assessment records for accuracy and compliance with program requirements.
- Receive and process Management Information System (MIS) reports.
- Prepare graphic charts and analysis of performance data.
- Perform on-site monitoring of specific programs under administrative or program direction.
- Perform or arrange for technical assistance and/or specialized training for intake/eligibility and field staff employees, monitor and supervise as necessary.
- Extensive data entry and reports.
- Maintain familiarity with all program eligibility requirements and compliance standards.
- Supervise and coordinate MIS Specialists workload.
- Other duties as assigned.

REQUIREMENTS:

- Two years of related work experience.
- Ability to work with little or no supervision.
- Advanced Excel and data analysis skills.
- Knowledge of State and Federal education, workforce and energy program eligibility.
- Supervisory experience.
- Excellent communication and interpersonal skills, both written and verbal.

- Conduct in-person and digital MIS and Field Staff training.

DESIRABLE/HELPFUL:

- Bachelor's Degree.
- Familiarity with the farmworker community.
- Knowledge of federal and state regulations on employment, training and social service programs.
- Bilingual English/Spanish.

A resume must be received to be considered for employment with CVOC.

EOE/At Will employer.