



CENTRAL VALLEY OPPORTUNITY CENTER, INC. JOB DESCRIPTION

POSITION: MIS Specialist
SUPERVISED BY: State Program Manager
SALARY: \$20.00 – \$23.00 HR (DOE). Full Time, Benefits & 401(k)
LOCATION: Winton
DATE POSTED: May 2, 2025
APPLICATION DEADLINE: Until Filled

POSITION SUMMARY: Perform support functions for the Planning Department. Perform client eligibility reviews, monitor client intakes, assessments, development plans, satisfaction surveys and other client paperwork. May be assigned special projects at the discretion of the supervisor. Perform client information data entry and update client files. Responsible for accuracy and timeliness of client database information. Provide training on client data record preparation to line staff.

EXAMPLES OF DUTIES:

1. Serve as custodian of records; ensure data is accurate, submitted on time and updated as changes take place.
2. Work with Job Developers, Case Managers and other staff to ensure client data is properly recorded and tracked.
3. Prepare correspondence and required reports.
4. Perform classroom competency reviews for accuracy.
5. Perform selective monitoring intake/assessment records for accuracy and compliance with program requirements.
6. Receive and process Management Information System (MIS) reports.
7. Prepare graphic charts and analysis of performance data.
8. Perform on-site monitoring of specific programs under Administrative or program direction.
9. Perform or arrange for technical assistance and/or specialized training for intake/eligibility and clerical employees.
10. Extensive data entry and reports.
11. Other duties as assigned.

REQUIREMENTS:

1. Two year college degree or equivalent.
2. Two years of related work experience. Work experience may be substituted on a year for year basis in place of college.
3. Ability to work with little or no supervision.
4. Advanced computer skills.
5. Typing/word processing, 40 wpm.
6. Valid California Driver's license and minimum personal automobile liability insurance.
7. Auto insurance policy must allow work-related driving.

PREFERRED: Bilingual English/Spanish, Knowledge of federal and state regulations on employment, training and social service programs.

A resume must be received to be considered for employment with CVOC
EOE/At Will Employer