

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000295656
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			Date 09/01/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: W359 - Austin:701 W 51st St HEALTH & HUMAN SERVICES COMMISSION 701 W 51st St PO Box 149030 Ste 350, Section D Austin TX 78751 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice - HHSC
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
PO Box 149030
Austin TX 78751
United States

Fax: 512/438-2086
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Wells,Alicia N

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 funding
EX/0 - TGC 2155.441, EX/0 - Managed Term Contract 962-M3
Requisition 0000190695
PO Service Dates 09-01-2022 to 08-31-2023

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

Texas District: 14

Job classification: 0651
Job class title: Data Analyst II
Job skill level: Experienced
Temp: Robert Fette
Hours per week: 40
Estimated hours: 2016

JOB DESCRIPTION:

The Texas Health and Human Services Commission (HHSC) seeks highly qualified candidates to fill the Direct Service Workforce Data Analyst position within the Office of Disability Services Coordination (ODSC) within the Chief Program and Services Office. The position reports to the Director of ODSC. ODSCs mission is to identify and implement long-term, system-wide improvements to the delivery of health and human services for people with disabilities through coordination and collaboration. The Direct Service Workforce Data Analyst will focus on a Money Follows the Person Demonstration (MFPD) project that supports the implementation of a multi-year strategic plan, the Community Attendant Workforce Development Strategic Plan. This plan focuses on the improvement of recruitment and retention of direct service workers. The goals and objectives in this project build on previous MFPD projects and contribute to capacity building within Home and Community-Based Services (HCBS) by researching potential long-term strategies and building federal, state, regional and local partnerships to enhance recruitment and retention of the direct care workforce which provide necessary support for people receiving services in the community.

The Direct Service Workforce Data Analyst:

Responsible for coordinating, implementing and launching a project that provides access to a web-based platform for providers and agencies to recruit and hire attendant applicants in their local areas. Consults with HHSC areas, providers, and state and federal partners to identify user needs. Responsible for survey project deliverable; entails survey deployment, distribution and survey data analysis. Performs routine data analysis and data research work. Conducts detailed analysis of and extensive research on data and providing results. Analyzes data using standard statistical tools, methods, and techniques. Consults with internal and external customers to identify user needs. Compiles, queries, prunes data. Interprets results to identify significant differences in data. Assists in developing methods for mitigating data issues and deploys those methods to correct issues.

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Assists in preparing technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions. Assists in identifying and interpreting data patterns and trends and assessing data quality. May develop and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality. May establish and maintain standard work procedures governing the appropriate use of data.

Experience in data analysis, research, compilation, and/or reporting work. Graduation from an accredited four-year college or university with major coursework in data science, business analytics, computer science, computer information systems, management information systems, accounting, finance, mathematics, statistics, economics, or a related field is generally preferred. Experience and education may be substituted for one another.

This position requires and is budgeted for intermittent travel (20%). All travel must follow HHS travel procedures/state employee requirements.

Knowledge, Skills, and Abilities:

Knowledge of statistics and analyzing data sets; of running queries, report writing, and presenting findings; of data models, database design development, data mining, and segmentation techniques; and of record keeping, including security procedures for handling, protecting, and distributing confidential data.

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Skill in the use of a computer and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.

Skill in synthesizing complicated and technical information and into concise materials appropriate for an external audience.

Skill in problem solving and independent decision-making.

Skill in communicating effectively orally and in writing.

Skill in identifying measures or indicators of program performance.

Ability to compile, review, and analyze data; to prepare reports; to maintain accuracy and attention to detail; and to communicate effectively.

Ability to develop recommendations based on research and analysis.

Ability to independently prioritize time and manage multiple project deadlines.

Ability to work with people under pressure, negotiate among multiple parties, resolve conflicts, and to establish and maintain effective working relationships to develop solutions.

Service Period
Start date: 9/1/2022
End date: 8/31/2023

Hours: 8:00AM to 5:00PM
Days per week: M-F

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Department: CPSO
Street Address of Work Location: 4601 W. Guadalupe St.
City/State/Zip: Austin, Texas 78751
Bldg/Room#: 3rd floor, Office of Disability Services Coordination (3.705)

Supervisor Contact (Time card approval/resume reviewer/interviewer): Clair Benite
Phone: 512-574-6773
Email: clair.benitez@hhs.texas.gov
Agency Contact Name: Roxann Medina
Phone: 512-243-4940
Email: Roxann.Medina@hhs.texas.gov
Additional Agency Contact: Lisa Neal
Phone: 512-438-3333
Email: lisa.neal@hhs.texas.gov
Additional Agency Contact: Veronica Euresti
Email: veronica.euresti01@hhs.texas.gov

Vendor: WorkQuest
Address: 1011 E 53 1/2 St
Austin, TX 78751
Supplier/Payee ID: 1741976051
CPA ID#: 84202
Contact: Paige O'Boyle, Talent Placement Specialist
Phone: 512-730-3162
Email: paige.oboyle@peakperformers.org
CC:tempervicepo@workquesttx.com

PCS Purchasing contact
Alicia Wells
512-406-2582
Alicia.Wells@hhs.texas.gov

1-1	Temporary Staffing Request - Data Analyst II	962-69	2016.00	HR	54.65000	\$110,174.40	09/01/2022
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Schedule Total \$110,174.40

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Item Total for Line 1 \$110,174.40

Total PO Amount \$110,174.40

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

Authorized By <i>Alicia Wells, CTCO, CTCM</i>	07/29/2022
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