



Deputy Data Director

Reports to: Data Director
Works with: CRP staff, outside counsel and consultants
Location: Sacramento
Job Status: Full time
Exempt

About the California Republican Party

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

Overview of Responsibilities

The Deputy Data Director will provide support for the CRP data team with regard to quality control and data tracking. In particular, they will be responsible for ensuring VoIP systems are running smoothly and billing is being tracked correctly.

Essential Duties

- Review and complete all billing for VoIP systems throughout the state
- Manage orders and repairs for all VoIP systems throughout the state
- Run quality control on all data coming from vendors and collaborators
- Provide timely feedback to collaborators with regard to current data focus
- Provide data reports as requested
- Ensure quality control of all compliance data
- Creative thinking and ability to proactively understand purpose of reports and offer suggestions to improve reports
- Other duties as assigned

Preferred Capabilities

- Basic, or better, understanding of statistics and the concepts related to it
- Reasoning skills that allow for a critical interpretation of results
- Familiarity with looking at and analyzing data in raw form as well as graphically
- Familiarity with Microsoft Excel
- Ability to effectively manage, and set priorities for, a large number of requests
- Strong organizational skills
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Familiarity with political organization accounting preferred
- Experience with QuickBooks and knowledge of Generally Accepted Accounting Principles (GAAP) preferred
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Detail-oriented
- Ability to maintain confidentiality of work
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds