



# Data Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DATA OFFICER	0217	B29	\$101,860 - \$172,272
CHIEF DATA OFFICER	0218	B30	\$112,047 - \$189,499

## GENERAL DESCRIPTION

Performs data analysis and architecture work, providing direction and guidance on strategic operations and planning and developing policies, standards, designs, and action plans on enterprise-wide information governance, data system integrity and integration, and the use of data for business intelligence and analytics as they relate to strategic planning and assessment.

## EXAMPLES OF WORK PERFORMED

Oversees the design, integration, and staging of data warehouses and data marts.

Develops and maintains controls on data quality and integrity, including the deployment of data quality monitoring systems and processes.

Develops policies and controls for the appropriate protection of enterprise information assets through a defined life cycle.

Defines, manages, and controls master data and metadata management policies, controls, and standards.

Works collaboratively with business units across the agency to define data elements and reporting standards.

Identifies emerging methods and technologies related to data/information management and analysis.

Ensures that appropriate audit controls exist for data that serves as the source material for regulatory reports.

Ensures that changes in business practices within operational units maintain data system integration and reporting standards.

Ensures that reports derived from enterprise data consistently use business intelligence and analytics for decision making and strategic planning.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee in the Chief Data Office title may also perform work listed within the previous level.*

**Note:** Any senior-level employee may serve in a supervisory role. Senior-level employees may perform the full range of work listed identified in the levels preceding their own and/or may coordinate, evaluate, oversee or direct that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of the data analysis and architecture duties, and the employee's related experience, education, and certifications.

**DATA OFFICER:** Performs highly advanced (senior-level) data analysis and architecture work providing direction and guidance in strategic operations and planning. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**CHIEF DATA OFFICER:** Performs highly advanced and/or supervisory (senior-level) data analysis and architecture work providing direction and guidance in strategic operations and planning. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees may define data elements and reporting standards.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience and/or education in a field relevant to the work being performed. Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to be specific and meet the agency's business needs. Agencies also may substitute experience and education for one another, if appropriate and allowed by statute.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of master data, metadata, reference data, data warehousing, and business intelligence principles and processes, including technical architecture; enterprise information management processes and methodologies; local, state, and federal laws and regulations relevant to data management and data governance; and operational support of networks, operating systems, Internet technologies, databases, and security applications.
- Skill in the use of a computer and applicable software.
- Ability to direct and organize program activities; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.