



Data Officer

Salary Group: B29

Class Code: 0217

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DATA OFFICER	0217	B29	\$92,390 - \$156,256
CHIEF DATA OFFICER	0218	B30	\$101,630 - \$171,881

GENERAL DESCRIPTION

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

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.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in enterprise data architecture or information architecture work, including working with data management principles and data governance. Graduation from an accredited four-year college or university with major coursework in information technology security, computer information systems, computer science, management information systems, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of master data, metadata, reference data, data warehousing, and business intelligence principles and processes, including technical architecture; of enterprise information management processes and methodologies; of local, state, and federal laws and regulations relevant to data management and data governance; and of operational support of networks, operating systems, Internet technologies, databases, and security applications.

Skill in the use of 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.