



State of Oregon Position Description

Company: Department of Administrative Services

Organization: Chief Data Officer - DAS

Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Operations & Policy Analyst 4	Job Profile ID:	0873
Business Title:	Chief Data Steward (Unfilled)	Position ID:	000000147033
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	1411311
Location:	Salem DAS Print Plant		
Supervisor:	Nate Ramsey (Information Technology Data Administrator 1)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Professional Employee Exemption		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Agency

The Oregon Department of Administrative Services (DAS) is dedicated to enhancing the efficient and effective use of state resources. Our mission is to support government operations through the delivery of essential services and centralized infrastructure. DAS plays a critical role in helping state agencies and policymakers achieve their goals, benefiting Oregonians across the state. Together we:

- Provide centralized government infrastructure services such as purchasing, risk management, facilities management, surplus property, and motor fleet operations.
- Establish statewide policies, conduct performance reviews, and ensure agency compliance.
- Lead the implementation of statewide performance measurement programs to drive continuous improvement.
- Support workforce development and training for state employees to foster a skilled, adaptable team.
- Manage personnel systems that encourage fair, responsive, and cost-effective human resource practices.
- Deliver objective, credible management information and analysis to policymakers for informed decision-making.

- Operate statewide financial and administrative systems to ensure accountability and transparency.

We strive to provide the foundation and leadership needed for effective government, partnering with agencies, partners and Oregonians to serve the people of Oregon.

Enterprise Information Services

Enterprise Information Services (EIS) is a state government-wide information technology (IT) organization led by Oregon's State Chief Information Officer (CIO). The State CIO is a statutory position, appointed by the Governor, and works closely with the State Chief Operating Officer (COO) and state leadership on adoption of statewide IT policies, standards, and governance. EIS has independent statutory authority and is aligned with the Department of Administrative Services (DAS) budget. EIS has over 300 FTE and is funded by assessment and rates charged for the services provided.

EIS provides centralized oversight for enterprise-wide IT resource management, planning, policy, program development, project delivery and the establishment and maintenance of statewide IT standards. EIS provides training, and direction to ensure IT integrity, security, and consistency across state agencies by working closely with elected officials, political subdivisions, state agencies and IT leadership. The EIS team is built on collaboration, support, and accountability. We work together to ensure our customer agencies receive the highest quality of service. We take pride in our work and look for ways to innovate. EIS is committed to hiring highly skilled, diverse, and dedicated employees who will bring a unique skill set to the team. EIS is comprised of the following programs: Administrative Services, Cyber Security Services, Data Center Services, Data Governance and Transparency, Project Portfolio Performance, Shared Services, and Strategy and Design.

The Office of Data Governance and Transparency, led by the Chief Data Officer, provides leadership and guidance to state agencies in managing data as a strategic asset, data sharing, publishing open data, and in identifying opportunities to utilize cross-agency collaboration and data sharing to advance the strategic needs of the state. The Office of Data Governance and Transparency includes enterprise data policy and research, geospatial data governance, open data curation, and management of the Oregon Transparency website.

The primary purpose of this position is to:

This position within the Office of Data Governance and Transparency is responsible for supporting the strategic development of enterprise data governance and management policies, procedures, and standards within the state of Oregon in partnership with the State Chief Data Officer. The Chief Data Steward provides strategic, tactical, and operational leadership in the development of statewide data governance initiatives. This role will work on a diverse range of projects and initiatives in alignment with state and agency strategic priorities, with particular focus on building the Oregon Data Stewards Council and leveraging the requirements and structures within the state's Data Governance Policy 107-004-160 to build enterprise data governance and policy-area specific data governance. This position develops enterprise strategies, frameworks, and approaches to data governance in support of and in alignment with Oregon's Data Governance Policy and Geospatial Framework Program.

The Chief Data Steward is responsible for working with agency data stewards and partners to identify data elements that are vital to agencies on an enterprise or inter-agency level and build data standards and practices that allow for data integration, sharing, and interoperability. The Chief Data Steward is responsible for advancing data governance outcomes that directly contribute to the success of statewide policy investments, research initiatives, and open data and government transparency efforts.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

50% N E

Community Engagement and Enterprise Leadership

- Leads and manages the Oregon Data Stewards Council and oversees implementation of the state's Data Governance Policy 107-004-160
- Facilitates and builds consensus amongst data stewards, partners, and relevant partners to develop and adopt statewide data standards

- Researches, distills, and communicates technical and data-specific concepts to a wide range of audiences to build shared understanding of data governance and data management statewide
- Develops procedures and documented structures for resourcing and supporting federated statewide data governance in alignment with best practices
- Develops multi-agency, sustained collaborative networks for data development and stewardship, including contract management and execution of data stewardship agreements.
- Leads and/or coordinates data management and governance projects for identified strategic policy areas, executive priorities, or analytic needs
- Act as Project Manager and facilitator in the creation of processes and procedures for enterprise data standards development
- Oversee implementation of statewide data governance initiatives, act as project lead and manager as applicable
- Engage a diverse community of partners within the state to identify and address data governance and management challenges and make recommendations on how to incorporate partner needs into state data governance structures
- Facilitate efforts in data standards development, data stewardship plan development, and in building community-informed and community-centered approaches to data governance
- Support statewide data governance and management initiatives by collaborating with partners to solve data management challenges, analyze business processes and workflows, recommend strategic solutions, and support implementation of improved data management practices
- Design processes for data governance, management and standards development in consultation with partners
- Establish and maintain relationships with agency data stewards and local government and public body data stewards
- Convene and facilitate data governance work groups
- Develop performance measures for data governance that connect directly to public sector outcomes and strategic missions
- Analyze and evaluate community engagement efforts to ensure continuous improvement and effectiveness.
- Represent and speak on behalf of the state's enterprise data governance program at select state, regional, and local forums, and conferences.
- Develop project plans, scope documents, and other project management artifacts to codify and document work streams
- Accountable for leading and facilitating focus groups, work sessions, and other working bodies to accomplish specific outcomes
- Evaluate engagement and outreach and provide status updates and reports to Chief Data Officer

30% N E

Program Development and Administration

- Collaborates with Chief Data Officer and Geographic Information Officer as needed to author policy and guidelines related to data governance, data management, and data best practices
- Embed equity and community-informed and centered approaches into agency data governance practices
- Work closely with the Geographic Information Officer to build strategic alignment between the state's current GIS data governance efforts and the state's enterprise data governance strategy
- Use the processes, procedures, and standards associated with the Oregon Framework Program to establish policies and procedures for enterprise data standard creation and development, and set forth requirements for enterprise data stewardship for custodial agencies
- Convene working groups with diverse representation from state agencies, public bodies, and other strategic partners to mature Oregon's enterprise data governance procedures
- Advise leadership on resource needs, community issues and policy development for data governance initiatives.
- Provide executive-level support to executive data governance bodies as needed and subordinate committees and workgroups; develops work products, recommendations, and action plans.
- Assist in crafting legislation, budgetary requests, policy option packages, or other resource needs to build data governance capabilities within the state
- Works in concert with DAS Budget and Management analysts, CIO analysts, and other agency staff to implement the Governor's business, management, and policy direction.

- Coordinates evaluation of IT projects with respect to data governance and management technology with DGT staff as needed
- Evaluate existing data governance policy implementation across programs and make recommendations to improve alignment, streamline requirements, and improve efficiencies

20% N E

Other Duties as assigned

- Act as project sponsor for data governance projects and initiatives as well as data management technologies
- Serves as a Lead Analyst on assigned CDO projects on interagency studies or joint projects.
- Plans, organizes work, conducts meetings; monitors schedules and budgets to meet requirements and deliver desired results.
- This position collaborates with other units of EIS and state agencies as part of enterprise program initiatives.
- Provides information and support to the Chief Data Officer in their role as chair of the CDO Advisory Council, the Oregon Data Sharing Council, and other bodies of which the CDO provides leadership.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability. To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ORS 276A 500-515

ORS 276A 350-374

Oregon's State Data Strategy and additional supporting frameworks

Oregon's Racial Equity Framework and DEI Road Map

Oregon's Data Governance Policy and Information Asset Classification Policy

Enterprise Information Services Strategic Framework

DAS Policies and Procedures

Oregon Procurement Manual

Oregon Geographic Information Council (OGIC) and Oregon Framework Program Policies, Procedures, Data Standards

How are these guidelines used?

They provide the incumbent with specific and general direction which must then be interpreted and applied as necessary for accomplishing the position's outcomes.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Agency Data Stewards and public body data stewards	In Person, by mail, email or telephone	Facilitation and leadership, collaboration, coordination, consensus building, collaborative program development, supporting agency requests for assistance	Daily
Data analysts and subject matter experts within agencies	In Person, by mail, email or telephone	Facilitation and leadership, collaboration, coordination, consensus building, collaborative program development, supporting agency requests for assistance.	Daily
Data providers, or data custodians within the state or external to the state	In Person, by mail, email or telephone	Facilitation and leadership, collaboration, coordination, consensus building, collaborative program development	Daily
EIS Executives and designated staff	In Person, by mail, email or telephone	Inter-departmental coordination and communication	As Needed
Oregon's research related communities of interest	In Person, by mail, email or telephone	Present status reports on key program strategies and projects; identify needs, goals and objectives of these various groups	As Needed
Senior agency staff, manager, and analysts	In Person, by mail, email or telephone	Communication and sharing, consulting, collaborative program development, supporting agency requests for assistance	Weekly
Vendors	In Person, by mail, email or telephone	Solicit product information; clarify bid requirements; answer vendor questions regarding plans, policy, and state government-wide procurements; Contract management, problem solving, discussion of services	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Position carries important responsibilities and authority; the incumbent must provide leadership to statewide management efforts by establishing solid relationships with key agency personnel and by building consensus on important inter-agency decisions.

This position will make pivotal and important decisions surrounding data governance and data lifecycle management for all state agencies. This coverage of data management is extremely large and expansive, including various agency systems, different compatibility and interface issues, differing standards, and includes customer data that the agency is responsible for. This position is responsible to develop standards and guidelines for the enterprise and provide expertise and consultation to technical agency staff on how to perform equitable data management practices, governance, and stewardship. This position will regularly operate and make decisions independently while providing updates to Chief Data Officer as needed, for review/approval on large projects and to provide thorough recommendations on strategic planning efforts. Decisions made by this position will have direct impact on statewide policy, guidance, and procedures, as well as the development of state agency data governance programs. This position's

decision-making will also directly impact enterprise structures for data standardization and will have impacts on interoperability, state agency coordination, and the use of data to inform decision-making.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Information Technology Data Administrator 2	67761	In Person, by mail, email or telephone	Quarterly	formal evaluation of performance
Information Technology Data Administrator 2	67761	In Person, by mail, email or telephone	Daily	regular check ins, review progress of work

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Extensive knowledge of data governance and data management best practices with proven track record of building data governance and management programs
- Ability to communicate, train, and consult a variety of individuals and organizations in data governance, data management, and data quality best practices
- Experience convening and working with diverse stakeholder groups and in facilitating and building consensus amongst partners
- Ability to communicate clearly and concisely using non-technical language
- Ability to balance competing priorities and initiatives across multiple state structures
- Strong leadership skills, including experience coordinating and staffing advisory groups, working groups, and interdisciplinary teams
- Experience with transformational systems change, organizational change management and other tools for facilitating large scale cultural changes
- Familiarity with/awareness of core concepts around data and research equity, data justice, and racial equity

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date