



California Office of Digital Innovation

Duty Statement

Current Proposed

Classification Staff Services Manager III	Office/Department Office of Digital innovation
Working Title Data & Analytics Governance Lead	Unit/Section CalData
Position Number 374-100-4802-xxx	Effective Date July 1, 2022
Name Vacant	Date Prepared 6/3/2022

Under the general direction of the Deputy Director, Data Programs & Policy, the Data & Analytics Governance Lead is responsible for major initiatives to develop and shape new data polices and standards that will remove barriers to data driven decision making. The Data & Analytics Governance Lead is part of a team that focuses on statewide policies and programs that directly impact the effectiveness of data teams across the state, including topics such as ethical AI use, data ethics, demographic data standards, equitable metric definition, and analysis best practices. The incumbent will also collaborate with state data teams via CalData’s analytics accelerators to streamline implementation and ensure the policy or standard meets the needs of the data teams. Duties include, but are not limited to, the following:

Essential Functions

%	Description
25% (E)	<p>Lead and facilitate major initiatives to develop and shape new data policies and standards that will remove barriers to data driven decision making</p> <ul style="list-style-type: none"> In collaboration with the Deputy Director, develop a vision for data and analytics governance program with staff and stakeholders. Oversee execution of data and analytics governance efforts including supporting tools and resources.

	<ul style="list-style-type: none"> • Develop working groups in line with data governance strategy including developing charters and creating norms with stakeholders. • Monitor and proactively manage data governance program by developing and reviewing project metrics and Key Performance Indicators regularly. • Facilitate conversations and collaboration between data teams, IT teams and executive teams to collaboratively develop and adopt policy.
25% (E)	<p>Lead, coordinate, or conduct qualitative and quantitative analysis and research to support new policies and frameworks:</p> <ul style="list-style-type: none"> • Depending on policy or standard conduct qualitative or quantitative research to inform decision making, drawing on practices from other jurisdictions nationally and internationally. • In collaboration with the Evaluation team develop metrics for assessing performance and progress of new statewide policies and standards implementation. • Summarize data policy research findings and communicate findings and recommendations to other groups. • Use findings to shape and inform the policy development process.
25% (E)	<p>Develop guidebooks, trainings, and frameworks to support adoption of data policies and tools</p> <ul style="list-style-type: none"> • Develop guides and handbooks to improve adherence to best practices and standards and update as needed when new methods are discovered. • Collaborate with ODI CalAcademy team to establish trainings to support best practices and standards and update as needed • Collaborate with department data teams via CalData's Analytics Accelerators to help them implement best practices. • Contribute to periodic data & analytics trainings via CalData Academy on topics such as metrics definition, agile data governance practices. • Conduct outreach and engagement to drive adoption of statewide data policies and tools. • Develop and monitor feedback systems that track implementation and effectiveness of statewide data policies to incorporate continuous improvement to supporting materials.
15% (E)	<p>Participate actively in related policy and standards development, collaborating with groups across the state, including CalHR, Department of General Services, and Department of Technology, to ensure that data related concepts are aligned and integrated with other policy areas. Monitor related policy work in other jurisdictions and engage actively where appropriate.</p>
10% (E)	<p>Advise state departments on policy implementation and interpretation and best practices in data management, analytics, and governance.</p>

Supervision Received

The Data & Analytics Governance Lead will report to the Deputy Director, Data Programs & Policy.

Supervision Exercised

None, but acts as a lead for ODI staff and cross-departmental staff statewide to facilitate major initiatives to develop and shape new data policies and standards and complete research projects .

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. The employee can work from anywhere within California. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. *(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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