CLASS TITLE: ASSISTANT DIRECTOR - DATA GOVERNANCE

BASIC FUNCTION:

Under the direction of assigned supervisor, the Assistant Director – Data Governance manages the strategic processes and business plan for delivery of data governance and privacy of data support to the organization, school districts, and other partners; leads projects, initiates and manages communication with internal subject matter experts, partners, public agencies, and other stakeholders as appropriate; participates in creating the vision and strategies that drive data governance and privacy of data throughout the county, region, and state; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

- Develops and establishes data governance policies and processes; communicates data governance best practices with Santa Clara County Office of Education (SCCOE) staff and others.

- Manages data governance policy implementation and training.

- Manages organization-wide data governance monitoring and compliance activities including establishing, communicating, and monitoring the implementation of best practices to ensure the security, privacy, and confidentiality of all data hosted by or connected to SCCOE systems.

- Manages operations related to data governance, data quality, and data protection issues.

- Works closely with SCCOE leadership to improve the quality and value of core data assets.

- Leads data stewards in the creation of systems documentation.

- Responds to regulatory protection requirements and supports the SCCOE's strategic requirements.

- Plans, directs and monitors projects, including the management and implementation of data privacy courses and the development of data system inventories.

- Advises the County Superintendent and other stakeholders on the status of ongoing projects.

- Analyzes complex organizational structures to create efficient and effective systems to deliver high quality services.

- Develops, writes, and modifies memoranda of understanding (MOUs).

- Assists in the development of policies and processes related to health information data, including protected health information (PHI), billing for medical services, and the creation of an integrated data-sharing environment.

- Supports the organization's research agenda, interests, and priorities by establishing partnerships with outside agencies to partner on research; connects researchers and interested districts; ensures proper data sharing documentation/MOUs.

- Builds relationships and communication networks to engage community partners, agencies, and research organizations; guides the evolution of system partners to meet the ever-changing needs of the county, region, and state.

- Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; coordinates staff work assignments and schedules, and reviews work to assure compliance with established standards, requirements, and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

- Participates in the development and management of the budget in relation to Data Governance.

- Represents the SCCOE externally at meetings, conferences, and presentations.

OTHER DUTIES:

- Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:
- Data governance concepts, terminology, and best practices.
- Laws, codes, regulations, policies, and procedures related to data privacy, protection, and security, including those found in FERPA, HIPAA, and the California Education Code.
- Public sector contract and MOU structure and language.
- Strategic planning and goals analysis; organizational priority-setting; resource management; action plans; outcomes monitoring and evaluation.
- Project management concepts, terminology, and tools.
- Research and evaluation methodologies.
- Budget development and management.
- Organizational development practices and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:
- Define program objectives, establish metrics, monitor and evaluate progress, and manage projects independently through a complete life cycle.

- Provide guidance to programs and leadership on topics related to research, evaluation, data governance, and strategic planning.
- Provide technical expertise and assistance.
- Initiate and manage communication and interaction with research institutions, community organizations, and other key stakeholders.
- Communicate the importance of data for the improvement of students and communities.
- Deliver results in a timely and highly organized manner.
- Plan and manage complex projects using standard project management concepts, terminologies, and tools.
- Foster a collaborative work environment.
- Prioritize work to meet deadlines using excellent organizational skills and judgment.
- Work in a fast-paced, entrepreneurial environment.
- Think strategically with high-level analytical skills and creative problem-solving.
- Communicate effectively both orally and in writing.

LEADERSHIP TEAM COMPETENCIES:
- Develops and fosters effective individuals and teams.
- Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
- Demonstrates emotional intelligence.
- Models inclusive, effective, and authentic communication.
- Applies knowledge of the intersectionality of race, equity, and inclusion.
- Builds and sustains positive, trusting relationships.
- Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:
- Master's degree in education, research, or a related field, and
- Five years of increasingly responsible experience developing and implementing data governance policies and procedures, establishing partnerships and managing complex projects.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- A safe driving record that meets the SCCOE's insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:
- Office environment.

PHYSICAL DEMANDS:
- Dexterity of hands and fingers to operate a computer keyboard.

Santa Clara County Office of Education

- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information.

HAZARDS:

Disaster Service Worker

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. *Ca. Gov. Code § 3100*

Approved by Personnel Commission: April 10, 2024

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Marisa Perry   Date: 4/10/24

Director III – HR / Classified Personnel Services