

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MANAGER - DATA GOVERNANCE & STRATEGY

BASIC FUNCTION:

Under the direction of the Director III - Data Governance Projects, manages the strategic processes and business plan for delivery of data services to school districts and others, performing project leadership, initiating and managing communication with internal subject matter experts, research partners, public agencies, and other stakeholders as appropriate; participates in creating the vision and strategies that drive the delivery of data services throughout the county, region, and state; supervises and evaluates the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents are highly strategic and experienced systems thinkers and project managers, adept at measurement, impact analysis, and research and evaluation methodologies, and are committed to fostering an environment of collaboration and cross-functional team success. Incumbents play a mission-critical role in the data governance policy making and implementation, and advise the Superintendent and Cabinet regarding project status, structure, planning and execution. Incumbents analyze complex organizational structures and create efficient and effective systems to deliver the highest quality services.

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 procedures; communicates data governance best practices with districts and others; manages data governance policy implementation and training; monitors data governance policy compliance.

Leads the Santa Clara County Office of Education (SCCOE) data services management team in the development and implementation of the strategic plan for delivering high quality data solutions in the county, region, and state; develops the business plan to guide the activities of the data services unit.

Manages organization-wide data governance monitoring and compliance activities; establishes, communicates, and monitors the implementation of best practices to ensure the security, privacy, and confidentiality of all student 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; responds to regulatory protection requirements and supports the strategic requirements of the SCCOE.

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

In collaboration with key stakeholders, develops the business plan to guide the activities of SCCOE's data services initiatives.

In collaboration with the data services management team, manages complex projects using standard project management methodologies to ensure the successful and timely delivery of data projects; provides regular reports on project status to SCCOE leadership and others; uses iterative processes to ensure constant product evolution to meet ever changing end user needs.

Builds the relationships and communications networks to engage community partners, agencies, and research organizations; guides the evolution of the SCCOE data services environment 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 subordinate 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 for SCCOE’s data services.

Develops and supports the data user community, documenting and sharing successes, and engaging data partners, organizations and key field experts.

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

Strong communication and critical thinking skills.

Organizational development practices and procedures.

Oral and written communication skills.

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 to the Superintendent, Cabinet, and leadership regarding project status, structure, planning, and execution.

Initiate and manage communication and interaction with research institutions, community organizations, and other key stakeholders.

Communicate the importance of data for 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in research methods, statistics, educational assessment or a related field, and five years of increasingly responsible experience conducting comprehensive research studies and analytical projects, and/or increasingly responsible and complex work experience in an environment directly relevant to the position.

LICENSES AND OTHER REQUIREMENTS:

Preference may be given to individuals who possess a project management certification.

Valid California Class C driver’s license.

A safe driving record which meets the SCCOE’s insurance requirements.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 19, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 09/19/2018