

## **Job Title:** Data Governance & Data Quality Manager

**Employer:** Urban Strategies Council

**Work Location(s):** Position On-Loan to the *Oakland Unified School District*

**Division:** Quality, Accountability & Analytics

**Contact:** Damie Nazapas at [damaliah.nazapas@ousd.k12.ca.us](mailto:damaliah.nazapas@ousd.k12.ca.us) with resume

**Full/Part Time:** Full-Time

### **Position Details**

Preferred candidates will have experience in the education field, project management, and data use and tools.

### **Position Objective**

This position is responsible for developing and managing organization-wide data policies, standards, and processes; leads a team that monitors implementation of data policies across the organization to ensure high quality and available data within the organization; provides daily oversight and strategy execution of data governance and data quality framework consistent with the organizations goals and objectives; establishes and manages the Data Quality program.

### **Primary Accountabilities**

Data Governance Oversight and Management (40%)

- Creates and implements the Data Governance framework that meets data objectives for the organization.
- Establishes and executes the Data Quality Governance Framework, which includes end-to-end process and data quality framework for assessing decisions that ensure the suitability of data for its intended purpose.
- Executes enterprise data governance strategies in line with the organization`s strategic plan and objectives.
- Establishes the Data Quality Governance Council, its vision and direction. Oversees the creation of data governance policies and standards.
- Defines and implements Data Governance Management tools.
- Assesses data repositories for compliance with data governance policies and standards. Works with all areas of the organization to ensure data quality and integrity.
- Manages the creation of regular progress monitoring reports.

Data Quality Oversight and Management (40%)

- Develops and executes data quality strategies in line with the organization`s strategic plan and goals.
- Works with executive leadership and establish data quality rules and definitions consistent with department and organizations strategies.
- Develops data quality metrics that identify gaps and ensure compliance with standards across the organization.
- Establishes data quality process, governance, and issue tracking process tools.
- Works with Analytics and IT partners to remediate identified gaps using both manual and automated solutions.
- Establishes processes to continuously monitor data quality. Ensures processes are in place to proactively detect, correct, and prevent invalid data values.

Strategies Linked to the Department's Goals/Results (10%)

- Establishes, communicates, and implements departmental plans, objectives, and strategies.
- Participates as a member of the Management Team.
- Maintains an active awareness of the Oakland Unified School District's education environments, organizational culture, and structure to support key decision-making.

Management/Leadership for Department or Team (10%)

- Manages direct reports, systems, and projects to achieve department/unit goals in accordance with Department and organization policies and practices.
- Prepares and analyzes department/team plans and reports.
- Provides leadership by exhibiting influence and expertise, thus affecting the results of the operating area.
- Creates an effective work environment by developing a common vision, setting clear objectives, expecting teamwork, recognizing outstanding performance, and maintaining open communications.
- Develops staff through coaching, providing performance feedback, providing effective performance assessments, and establishing performance & development plans.