

**JOB INFORMATION**

Effective Date	6/25/2021
Job Code:	3917
Job Title:	Data Management Officer
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Information Technology
Job Family:	IT Project Mgt
Job Summary	Under general direction the Data Management Officer (DMO) will lead and manage enterprise-wide data governance activities and will have responsibility for improving the consolidation, consistency, quality and standardization of data and information assets. The DMO will focus on establishing and ensuring adherence to an enterprise-wide data governance strategy and framework for data policies, standards and practices across the enterprise, to achieve the required level of consolidation, consistency, quality and standardization to meet overall business needs. This role does not have budget nor supervisory responsibilities.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Computer Science, Computer Engineering, Information Technology, or related discipline.	Required	or
Master's Degree	Computer Science, Computer Engineering, Information Technology, or related discipline.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	in a network architecture, data engineering, information security management, and/or software development role. Experience leading the organization's technology strategy and planning.	Required	and
Considerable	Experience in a Lead IT Project Management role; specifically data warehousing	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Certification of Professional Achievement in Data Sciences	Nationally or Internationally recognized in Data Systems, Data Management, Statistics or Data Engineering	within 1-1/2 Yrs	Required	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Knowledge of broad spectrum of information and telecommunications technologies, including but not limited to relational database management, network topologies, application development and administration, and telecommunications.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Knowledge of Project management lifecycle</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Knowledge of local, state, and federal laws and regulations relevant to Data Management and governance; and of the principles and practices of public administration and management; Knowledge of master data, metadata and reference data.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Eliciting requirements from key stakeholders, bridging the expectations gap between business stakeholder and technology.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Exceptional verbal and written communication skills</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Experience in Microsoft Office suite and data visualization tools such as Microsoft Power BI</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to think strategically and "outside of the box" to encourage innovative thinking across the university.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to elicit requirements from key stakeholders, bridging the expectations gap between business stakeholder and technology.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to collaborate with faculty, staff, and students with a service-oriented attitude.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Ability to influence, develop and lead multi-disciplinary teams to achieve established objectives.</li> </ul>	Proficient

## JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Manage the creation of processes, policies and organization structure to operationalize enterprisewide data governance; Identify and manage data issues in various systems that contain important data assets; Help in the creation and implementation of data standards across various data domains and systems;</li> </ul>	30%
<ul style="list-style-type: none"> <li>Provide strategic direction for enterprise-wide data governance; Manage and operate Data Governance Council, driving agendas, to form consensus-based decisions, etc.; Play a key role in managing overall program roadmap and program integration by identifying key dependencies and charters; Identify business process impacts and benefits resulting from better data; Be the single point of contact for most data standards and facilitate the resolution of data issues related to regulatory and financial concerns;</li> </ul>	30%
<ul style="list-style-type: none"> <li>Evangelize a new data governance culture; Manage and train business users in using new data assets, data processes &amp; policies; Identify business process impacts resulting from better data and changes to data processes; Help data owners and their teams understand and implement changes resulting from improved data sets; Ensures compliance and conformance to regulations and standards;</li> </ul>	20%
<ul style="list-style-type: none"> <li>Develops and establishes relationships by participating at university system functions, attending conference, and building connections with other community organizations.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Perform additional duties as assigned</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description