



State of Oregon Position Description

Company: Department of Early Learning and Care
Organization: Data, Analysis, and Research Team - DELC
Service Type: Represented

SECTION 1. POSITION INFORMATION

Job Profile Title:	Operations & Policy Analyst 3	Job Profile ID:	0872
Business Title:	Lead Data Steward (Opa3) (Unfilled)	Position ID:	000000179163
Employee Name:		Company ID:	58800
Representation:	OAS	Budget Auth No:	
Location:	Salem DELC Summer Street		
Supervisor:	Elise Cordle-Kennedy (Research, Analysis, and Statistics Manager 2)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Professional		
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Department of Early Learning and Care (DELC) is a new Oregon state agency that supports the development and well-being of all Oregon children and ensures families in every corner of the state have access to high-quality early learning and care. DELC also supports child care professionals by providing technical assistance, professional development opportunities, business services, licensing, grants and other resources. DELC was created by the Oregon Legislature in 2021 to unify and strengthen Oregon's early learning system. On July 1, 2023, DELC was established, bringing together the Oregon Early Learning Division (from the Department of Education) and the Employment Related Day Care (ERDC) program (from the Department of Human Services).

The mission of the Oregon Department of Early Learning and Care (DELC) is to foster coordinated, culturally appropriate and family-centered services that recognize and respect the needs of all children, families and early learning and care professionals. Our vision is that children, families, early care and education professionals and communities are supported and empowered to thrive.

This position is located within the Data & Analytics Office, responsible for ensuring that DELC has the support and resources needed to use high quality data and analytics in data-informed decision-making to support and provide services for Oregon's children

and families and Oregon's early childhood educators.

The Data & Analytics Office staff support DELC in all stages of the data lifecycle, including: data analysis, data use and literacy, data acquisition and quality, and data governance (DG). The Data & Analytics Office works closely with other offices, such as Programs, Information and Technology, Quality Assurance, Research & Evaluation, and Project Management. In partnership with these offices, Data & Analytics staff support agency-wide efforts related to planning and implementation of DELC's data management, program evaluation, key performance metrics, and other identified priorities as needed.

The Lead Data Steward (LDS) is considered the point of contact for all Data Stewards across the enterprise and a DG subject matter expert for DELC, facilitating various aspects of DG processes. The LDS will function as DELC's DG coordinator to support DG committee meetings and workflows and coordinate between the data steward council and the DG committee. This will require regular interaction with DELC staff across the DG structure as well as subject matter experts across the department.

In addition to supporting internal DG processes, the LDS will also act as a representative for the Oregon Data Steward Council. As a representative of the Oregon Data Steward Council, it is the LDS's responsibility to stay up to date with state-level requirements to determine changes that may arise related to their role. To successfully complete this role, the LDS will work closely with the State Chief Data Officer (CDO) to ensure DELC remains in compliance with state-level requirements and expectations.

The LDS will also function as DELC's Open Data Coordinator, working to ensure that DELC meets Open Data Standard requirements for Oregon's state agencies, such as biennial data inventory, open data plan documentation, and data submission to the Open Data Portal. This will include regular contact with the Open Data staff affiliated with the CDO's office and attending regular Open Data Coordinator meetings.

The LDS must have strong technical and communication skills to complete the job duties of the position successfully. Additionally, given the complex coordination needs associated with this role, project management skills or experience related to task documentation, organization, and planning are important. This position also requires an individual to have skills necessary to work with internal and external partners to build DELC's capacity in the area of data justice and work collaboratively to enact equity-focused improvements to DG policy and processes over time. The LDS will provide leadership to business areas within the agency in applying data management and governance best practices and will play a key role in aligning data governance with broader agency strategy.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of the LDS position is to serve as DELC's data steward coordinator, DG subject matter expert and facilitator, and DG representative for state-wide DG-related collaborations. This role will serve as an expert on DG for the department, leading efforts to implement DG processes, facilitating DG workflows, and serving as a support to all data stewards across the agency. This will include support for key DG-related efforts, such as open data coordination and data justice work for the agency.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

50% N/E Lead Data Stewardship

- Oversight, facilitation, and leadership to Data Stewards to provide guidance on data management best practices, aligned with DG policy
- Represent DELC in relevant state-wide DG bodies, such as the Oregon Data Stewards Council in accordance with the designated DELC CDO
- Act as the main POC for the appointed CDO to coordinate DELC DG and DG policy areas. Act as the main POC for all DELC data stewards
- Support the development of processes and procedures to meet DG policy requirements, such as identifying and tracking data sources as part of master data management, developing metadata practices, and establishing data accuracy and quality standards
- Give inputs to the DG Council, DG Committee Chair, and DG Council Chair on the key themes of data sets and data elements to drive the development of data standards
- Relay any relevant information to Data Stewards and other DG members to provide guidance as needed
- Distribute duties to Data Stewards to align with DELCDG operational requirements.

- Support the coordination of working groups to develop DG policy

15% N/E Open Data Coordinator

- Lead development and submission of documents needed to meet state requirements for the Open Data Standard, such as the open data plan, data inventory, and data submissions to the Open Data Portal, working with internal and external parties to ensure the output meets identified needs. Submit documentation on time and as needed.
- Serve as DELC's main point of contact and subject matter expert for the Open Data Program; attend regular associated meetings

30% N/E DG Coordinator

- Serve as DELC DG subject matter expert; provide support and guidance to DELC staff in areas related to DG policies and processes, such as data security, management, sharing, and classification
- Develop and maintain methods for identifying and tracking agency data policies, standards, guidance, and procedures
- Support development and maintenance of data-governance related policies and procedures under guidance from the DG committee and council
- Coordinate DELC's DG committee meetings and workflows and ensure connections among DG committee, DG council, and data steward council
- Participate in the DG structure, including providing facilitation support during DG committee meetings
- Collaborate with Information Technology leadership and staff to actualize IT strategic plan.

5% N/NE Other duties as assigned

AT ALL TIMES - Commitment to Equity

Equity Lens: Designs and/or asks sets of questions to identify and eliminate disparate results-outputs, outcomes, impacts- of policies, programs, and practices for underserved/under-represented community members*

Equitable Workplace: Demonstrates cultural consciousness, commitment, and behavior, to improving an inclusive workplace climate for everyone.

Equitable Results: Produces results, i.e., outputs, outcomes, or impacts from programs and decisions toward closing disparities for under-represented community members* and improving results for everyone.

* Underserved/Under-represented community members: e.g., people of color; people with disabilities; LGBTQ+, etc.; and new immigrant populations.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position works in a standard office environment at a computer terminal. The position requires the ability to prioritize workload to meet changing priorities, complicated assignments, and deadlines. This position interacts with internal and external staff, requiring good judgment and the ability to communicate clearly and effectively. This position may include occasional statewide travel to attend meetings, conferences, etc. or to conduct staff training.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Oregon Revised Statutes
- Oregon Administrative Rules
- DAS policies and procedures
- Agency policies and procedures
- State of Oregon Open Data Strategy and Standards

- Federal laws and regulations (FERPA, HIPAA) and all related privacy statutes and regulations
- Collective bargaining agreement

How are these guidelines used?

- To interpret laws and rules to determine operating authority and practices
- To inform policy, procedure and all other work products and deliverables
- To ensure compliance with laws, policies and other regulation

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
DELC data steward council members	In Person, by mail, email or telephone	Coordinate DG implementation efforts and initiative development for stewards at DELC and represent DELC for statewide DG-related collaborations	As Needed
DELC DG committee members	In Person, by mail, email or telephone	Facilitate and coordinate DG workflows and support meetings.	As Needed
DELC Executive Team	In Person, by mail, email or telephone	Report DG and open data activities related to the agency's strategic projects and initiatives	As Needed
DELC Information Technology staff	In Person, by mail, email or telephone	Coordinate implementation of DG policies and procedures	As Needed
DELC staff working with data	In Person, by mail, email or telephone	In coordination with other DG roles, ensure that DG policies and procedures are followed and provide consultation	As Needed
Enterprise Information Services (EIS) – State CIO and State CDO	In Person, by mail, email or telephone	Alignment with Enterprise Information Services/CDO Office and DAS regulations and priorities, such as the Open Data Standard and Oregon Data Steward Council	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position provides advice and consultation to agency leadership, managers, staff, and partners on DELC's DG policies and procedures from the steward perspective. This position has decision-making authority to develop procedures and guidelines related to DG implementation at the steward level that may have significant agency-wide impact. This position will also have the authority to modify DG policy at the direction of the agency leadership and DG committee and councils.

This position is also responsible for planning and carrying out major projects related to DELC DG implementation and relevant state-wide collaborations, such as the Open Data Standard. This position represents the agency at the Oregon Data Stewards Council and is the main point of contact for data management with the DAS Chief Data Officer, including work related to Open Data Standards requirements.

Decisions made by this position have a significant impact on the degree of efficiency and effectiveness of the agency's strategic data assets and compliance with relevant policies and laws.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Data, Analysis and research officer	2530006	In Person, by mail, email or telephone	As Needed	To evaluate the effectiveness and results but this position is expected to function independently

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

As a condition of employment, the individual in this position will be subject to both Child Protective Services and Criminal History checks, including FBI fingerprinting, and will be required to be enrolled in the Central Background Registry. Adverse background data may be grounds for immediate disqualification.

A valid Oregon driver license and a satisfactory driving record, or the ability to provide a satisfactory alternate mode of transportation.

All positions within DELC require employees to serve as a “mandatory reporter” of child abuse.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager	Date
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Appointing Authority	Date
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