

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Data Governance Manager

Unit: Management

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Job Code: C3415
Original Date: 07/2024
Last Revision: 07/2024
Staff Type: Classified
FLSA status: Exempt
Salary Range: 4

DEFINITION

Under the general direction of the Vice Chancellor, Institutional Innovation and Effectiveness, the Data Governance Manager leads the development and management of SDCCD's data governance capabilities through facilitation and collaboration with key stakeholders to ensure establishment and adherence to policies and standards. The position will facilitate the development of processes for effectively addressing issues or concerns related to data usage and management while fostering a culture of shared responsibility and proactive problem-solving.

EXAMPLE OF DUTIES

1. Lead efforts to define roles and responsibilities associated with data stewardship across the District, engaging with various divisions to ensure a unified approach.
2. Develop and enhance the data governance framework through guidance, frameworks, and training, fostering cross-departmental participation and understanding.
3. Provide guidance and support for data-related roles and responsibilities within SDCCD's Data Governance framework.
4. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with telecommunication operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources resulting in equitable services and outcomes for diverse communities.
5. In collaboration with SDCCD's Research department and other District Units, contribute to developing reporting functionality and performance metrics to meet evolving business needs.
6. Anticipate future data trends and drive continuous improvement of processes, emphasizing the District's expanding governance and data usage in a collaborative setting.
7. Actively promote data governance program awareness and data literacy across District stakeholders, ensuring consistent data definitions and standards through collaborative efforts.
8. Collaborate with Information Technology and District Units to ensure data risks are controlled.
9. Partner with the IT Data Architect to address the establishment and issues related to the Enterprise Warehouse Database, ensuring alignment and integration of data strategies.
10. Collaborate with SDCCD Data Governance Group/division and college representatives to establish and maintain common data dictionaries.
11. Define policy standards, enforce policy through training and collaboration with a Data Governance Group/division representative, and measure compliance, ensuring engagement and participation from all relevant parties.

12. Lead the evaluation of software tools for data governance in collaboration with a Data Governance Group/division and college representatives, ensuring tools meet the diverse needs of the District.
13. Contribute to the evaluation of Business Intelligence (BI), Data Analytics (DA), and Artificial Intelligence (AI) tools.
14. Lead Data Quality Remediation efforts in collaboration with SDCCD Research, IT, and Educational Services Department and other divisions and colleges, as appropriate, to identify, prioritize, and resolve data issues across the organization.
15. Support data modeling in collaboration with IT's Data Architect and collaboration with Research and Planning Analysts.
16. Implement, administrate and support data catalogs and/or Data Dictionaries.
17. Guide and manage groups appointed to execute approved data quality remediation initiatives, fostering a collaborative approach.
18. Participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance telecommunication strategic objectives and effective operations.
19. Lead the creation and ongoing maintenance of processes for reviewing and escalating data controls, ensuring these processes are transparent and involve relevant stakeholders.
20. Work in partnership with other SDCCD departments to prioritize, evaluate, implement, and administer data governance initiatives, ensuring alignment with organizational goals.
21. Work collaboratively and professionally with faculty, staff, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
22. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
23. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity; and create an inclusive environment in the IT Services department.
24. Perform related duties as assigned.

DESIRABLE QUALIFICATION

Knowledge:

Current trends and developments in data governance, data quality, and data stewardship.

Data risk management.

Effective strategies for data governance in an educational or similar institutional setting.

Fundamental principles and practices of data governance and management.

Key concepts of data architecture, modeling, and database design.

Relevant laws, regulations, and compliance requirements related to data governance, including data privacy.

Understanding of data lifecycle management and data integration processes.

Understanding of legal and regulatory frameworks governing data usage, privacy, and security.

Skills and Abilities:

Change management expertise to plan, execute and sustain data governance initiatives and transformations.

Data analysis and interpretation skills for decision-making.

Demonstrated project management experience.

Effective communication and collaboration skills.

Experience in developing and implementing data governance policies.

Familiarity with cloud-based data services and platforms such as Azure.

Leadership skills for managing data governance initiatives and teams.

Proficiency in database management and basic data integration tools.

Skills in using data visualization tools like Power BI

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree from an accredited college or university in a field related to the assigned areas of responsibility and five years of experience in information management, specifically in creating and executing data governance programs for complex, multifunctional organizations and data quality projects, offering training and support for analytics and responsible use, and/or metadata management initiatives; and a minimum of three years of experience in Project or Program Management. Master's degree preferred.

WORKING CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office.