



State of California • Government Operations Agency

**Office of Data & Innovation**

401 I Street Suite 200, Sacramento, California 95814

**Duty Statement**

Current     Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	CalData
Classification	Staff Services Manager III
Working title	Senior Data Policy Analyst
Position number	418-100-4802-xxx
Prepared date	9/30/24
Effective date	
Name	Vacant

**General Statement**

Under the administrative direction from the Assistant Chief Data Officer, the Senior Data Policy Analyst will be responsible for developing and shaping new data & analytics policies and standards and supporting guidance via an iterative and inclusive process. This position collaborates with data teams and streamlines implementation to ensure policy and standards meet the needs of data teams.

**Essential Functions**

%	Description
25%	<p><b>Lead and facilitate major initiatives to develop and shape new data policies and standards that will remove barriers to data driven decision making</b></p> <ul style="list-style-type: none"> <li>In collaboration with the Assistant Chief Data Officer, develop a vision for a data and analytics governance program with staff and stakeholders.</li> </ul>

%	Description
	<ul style="list-style-type: none"> <li>● Oversee execution of data and analytics governance efforts including supporting tools and resources.</li> <li>● Support working groups in line with data governance strategy including developing charters and creating norms with stakeholders.</li> <li>● Monitor and proactively manage data governance programs informed by metrics and KPIs.</li> <li>● Facilitate conversations and collaboration between data teams, IT teams, and executive teams to collaboratively develop and adopt policy.</li> </ul>
25%	<p><b>Lead, coordinate, or conduct qualitative and quantitative analysis and research to support new policies and frameworks:</b></p> <ul style="list-style-type: none"> <li>● Synthesize policies or standards with qualitative or quantitative research to inform decision making and policy development, drawing on practices from other jurisdictions nationally and internationally.</li> <li>● In collaboration with CalData team members, develop metrics for assessing performance and progress of policies and standards implementation.</li> </ul>
25%	<p><b>Develop guidebooks, trainings, and frameworks to support adoption of data policies and tools</b></p> <ul style="list-style-type: none"> <li>● Develop guides and handbooks to improve adherence to best practices and standards.</li> <li>● Collaborate with the ODI CalAcademy team to establish trainings to support best practices and standards.</li> <li>● Collaborate with department data teams via CalData’s data communities of practice to help them implement best practices.</li> <li>● Conduct outreach and engagement to drive adoption of data policies and tools.</li> <li>● Develop and monitor feedback systems to incorporate continuous improvement to supporting materials.</li> </ul>
15%	<p><b>Participate actively in related policy and standards development, collaborating with groups across the state, including CalHR, Department of General Services, and Department of Technology, to ensure that data related concepts are aligned and integrated with other policy areas. Monitor related policy work in other jurisdictions and engage actively where appropriate.</b></p>
5%	<p><b>Advise state departments on policy implementation and interpretation and best practices in data management, analytics, and governance.</b></p>

**Marginal Functions**

%	Description
5%	Perform other staff assignments as appropriate and required

**Supervision Received**

The Senior Data Policy Analyst will report to the Assistant Chief Data Officer.

**Supervision Exercised**

None.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The ODI headquarters is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \*(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>