
Sponsor: Human Resources

Meeting Date: 5/19/2026

Title: Salary Schedule and Grade for New Classified Position - Data Practices Officer

File Number: 2026-170

Background and Rationale:

The Compliance & Ethics Office is requesting a new unrepresented job classification - Data Practices Officer. The Data Practices Officer will ensure compliance with the Minnesota Government Data Practices Act. As a government agency within Minnesota, Ramsey County is subject to the Minnesota Government Data Practices Act (MGDPA), which is a state requirement similar to federal requirements under the Freedom of Information Act (FOIA). The Data Practices Officer's work will include directing and managing responses to high volumes of data requests, accessing data to provide resident services, providing data practices training to county employees, and safeguarding responsive data to protect data privacy. Failure to meet these obligations increases the county's exposure to potential regulatory violations (ex: monetary fines), litigation (ex: settlement agreements), and reputational damages (ex: negative press).

This role will improve operational efficiency and create systems that increase organizational effectiveness by:

- Managing at least 70 department data practices contacts:
 - Training users in the data request tool and how to respond to data requests
 - Supporting department data management framework (workflows, standardized responses, decision trees, etc.)
 - Providing data management consultation
- Developing and maintaining a countywide data inventory.
- Developing, implementing and maintaining data compliance policies, procedures and guidance.
- Developing and delivering data compliance training (both in-person, virtually and on-demand).

Having the data protection systems in place will ensure the county has a consistent and timely response to members of the public making data requests.

This classification is a direct report to the Chief Compliance & Ethics Officer.

The Human Resources department followed its normal process for conducting the classification study and determined:

- There is no existing classification that adequately describes all of the duties, responsibilities and knowledge required of the new classification.
- Adding the Data Practices Officer classification will provide the structure needed to meet the demands of overall program growth and realignment of integrated services and will strengthen each division's ability to serve Ramsey County residents.
- The classification was point rated by a human resources job evaluation team and Data Practices Officer received a total of 850 points.
- The recommended salary is based on Ramsey County's job evaluation procedures

and policies and is consistent with the County compensation policy and practices (Resolution 95-356) and the Personnel Act (Minnesota Statute 383A.282).

Recommendation:

The Ramsey County Board of Commissioners resolved to:

Approve the salary schedule and grade allocation for the new unrepresented job classification of Data Practices Officer:

<u>Job Classification</u>	<u>Schedule</u>	<u>Grade</u>	<u>Annual Salary Schedule</u>
Data Practices Officer - Classified		102A	35 \$ 74,290.99 - 111,436.48

A motion to approve was made by Commissioner Moran, seconded by Commissioner Jebens-Singh. Motion passed.

Aye: - 7: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

By: 
Jason Yang, Chief Clerk - County Board