

Job Class Title: Data Practices Officer

BASIC FUNCTION:

The Data Practices Officer coordinates, standardizes, implements and monitors countywide data practices administration; and performs other duties as assigned.

EXAMPLES OF WORK PERFORMED:

1. Design and implement policies and procedures as required to ensure compliance with the Minnesota Government Data Practices Act and rules and regulations.
2. Conduct research and provide guidance on the application of the Minnesota Government Data Practices Act and related rules.
3. Manage and facilitate the processing of complex, sensitive, and cross-departmental data requests with departments, county leadership, County Attorney's Office, Communications and Public Relations Office, and other stakeholders.
4. Develop, maintain and train departments on data practices, request requirements, and annual countywide training.
5. Serve as Subject Matter Expert (SME) for the data practices management systems and tools.
6. Assist with project management support in planning countywide initiatives and projects to establish and achieve countywide objectives.

(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6.

SUPERVISOR/MANAGERIAL RESPONSIBILITY: None.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily meetings with the Policy & Operations Compliance Manager to provide information, give advice, answer questions, and confer on making decisions affecting countywide data practices and data compliance operations. Daily contact with department staff and management to discuss the processing of data requests and other data practices and data compliance matters. Regular meetings with the Commissioners' Offices, County Manager's Office, Deputy County Managers, department directors or assistant directors to discuss and advise on complex, sensitive, or high-risk data practices or data compliance matters including procedural and process improvements. Regular contact and communication with other organizations such as counties and the Department of Administration and members of the public.

IMPACT ON SERVICES/OPERATIONS:

Duties impact the overall development and administration of Ramsey County data request services, data practices management, and data compliance management. Proper performance plays an important role in optimizing County data compliance processes and operations, leading to transparency and enhanced credibility, and creates confidence with residents and stakeholders. Improper performance leads to increasing the County's exposure to potential regulatory violations, litigation and negative impact to the County's reputation.

WORK ENVIRONMENT:

Work is performed in an office environment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of ordinances, laws and regulations impacting data compliance, retention, protection and distribution, including but not limited to the Minnesota Government Data Practices Act and the MN Official Records Act.
- Knowledge of procedures, principles associated with data practices, privacy, and management.
- Knowledge of project management and program management.
- Skill in analyzing complex information and ability to manage data requests in alignment with the Minnesota Government Data Practices Act.
- Skill in managing, maintaining and learning new technology tools and systems.
- Skill in handling sensitive, nonpublic, private, and confidential data.
- Skill in implementing and evaluating organizational objectives and solutions for policies and procedures.
- Ability to lead competing business process improvement projects simultaneously across county departments.
- Ability to communicate verbally and in writing.
- Ability to translate complicated legal and technology concepts.
- Ability to create and monitor program performance measures and corrective action plans.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in risk management, compliance, communications, English, business administration, public policy, public administration, or a field related to information management.

Experience: Four years of professional experience in data practices (MN state equivalent of Freedom of Information Act (FOIA), data privacy, technology applications, information management, digital services, records management, or related experience.

Substitution: Equivalent combination of education and experience.

Certifications/Licensure: None.