

ANNOUNCEMENT NUMBER: OST16-0004
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LOCATION: Salem, Oregon

Data Steward
\$5616 - \$8687 PER MONTH Depending on Experience

GENERAL INFORMATION

The State Treasurer is one of the three constitutional officers, along with the Secretary of State and the Governor, for the State of Oregon, and a statewide elected official. The State Treasurer serves as the chief financial officer for the State.

The Oregon State Treasury (OST) is one of the largest financial institutions in the State and fulfills the functions of commercial and investment banks for State agencies and local governments. Its mission is to provide financial stewardship for Oregon.

The Data Steward reports to the Chief Administrative Officer for OST and is the central individual responsible for overseeing how OST collects, processes, stores, transmits, and protects data. The Data Steward works closely with OST's Chief Information Security Officer to establish and enforce data security measures at OST.

DUTIES AND RESPONSIBILITIES

Establish and Maintain Data Governance and Stewardship Strategy, Standards and Processes

The Data Steward coordinates the development, implementation, and ongoing refinement of Treasury's data governance and stewardship strategy, including data policies, data ownership, and data stewardship structures. The position also provides periodic status reports and updates to OST's Executive Policy Committee. In addition, the position facilitates periodic Data Governance and Stewardship meetings with business units and leads the creation of data models and meta data / data dictionary.

Monitor and Coordinate Data Requirements

The Data Steward coordinates with business units to understand and develop data requirements. The position reviews the data requirements performed and delivered by services providers and changes in service levels, manages data vendors, licensing agreements, stewarding internal use and related costs. The Data Steward also provides executive level status report on data metrics. In coordination with Legal Counsel, the position is responsible for ensuring eDiscovery and Litigation Holds are handled appropriately.

Information Architecture Coordination

The position coordinates with Executive Leadership, business units and technical staff such as IT Managers, Database Administrators and Application Analysts to develop and maintain a cohesive Information Architecture that includes both internal and externally provided data. Ensures the Information Architecture effectively supports Treasury goals and strategic direction.

Regulatory and Process Change Management

The Data Steward monitors changes and developments in applicable regulations and laws, and interfaces with Legal and other business units to update policies, procedures and data transfer mechanisms (e.g. model contracts, service level agreements) as necessary based on these changes and developments. In addition, the position monitors changes and developments in internal business processes and practices, and interfaces with the applicable business units to update policies, procedures, and data transfer mechanisms (e.g. model contracts, service level agreements) as necessary based on these changes and developments. Finally, the position maintains a list of processes, systems, and supporting infrastructure involved with the collection and/or processing of personal information.

Information Security Coordination

The Data Steward interfaces with Information Technology Security personnel to design and implement data security controls and training based on identified requirements. The position also participates on the Incident Response Team for information security incidents.

Data Monitoring and Reporting

The Data Steward executes periodic privacy risk assessments and associated reporting and remediation activities. The position develops privacy metrics and mechanisms for monitoring and reporting on those metrics. The Data Steward coordinates third party risk assessments, classifications and contracting and integration of necessary privacy clauses. Finally, the position manages, coordinates and supports external communications for privacy-specific issues.

Management and Supervisory Duties

The Data Steward actively participates in the process of planning for the future of OST and prepares plans and strategies to move forward toward business goals and objectives. The position develops business continuity plans. The Data Steward identifies internal and external customers, and takes steps to understand their needs and expectations. The position participates in execution of strategic planning initiatives and business continuity plans

TO QUALIFY

You must have the following:

A Bachelor's Degree in Business or Public Administration or related degree, AND at least three years of management experience in a public or private organization which included responsibility for marketing, developing program rules and policies, development of program long and short range goals, program evaluation and budget preparation OR three years of professional experience as a program/project leader, assigning and reviewing the work of professional staff including project responsibility for developing goals and objectives, project evaluation, and monitoring and controlling (or preparing) a budget.

OR

Five years of management experience in a public or private organization which included responsibility for marketing, developing program rules and policies, development of program long and short range goals, program evaluation and budget preparation OR five years of professional experience as a program/project leader, assigning and reviewing the work of professional staff including project responsibility for developing goals and objectives, project evaluation, and monitoring and controlling (or preparing) a budget.

The ideal candidate will possess the following (in addition to the minimum qualifications):

- Experience establishing a data stewardship program within an organization
- Experience developing/maintaining business continuity plans
- Understanding of data classification and data controls

HOW TO APPLY

Apply using the State of Oregon on-line recruitment system (link below):

[Data Steward Application](#)

Candidates must complete the following application steps:

- 1) Employment Application
- 2) Upload your resume

- 3) Upload a cover letter that describes your experience, education, and training related to the position requirements and desired attributes listed below (no more than two pages in length)
- Experience establishing/maintaining a data stewardship program within an organization
 - Experience developing/maintaining business continuity plans
 - Experience managing programs across business lines
 - Other relevant experience

This recruitment will be used to fill one current vacancy. This position is a management service position.

Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records, and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.

Your application materials will be reviewed to determine that you have the education and/or experience required for this position. Notice of results will be sent by e-mail. The timeframe for the notice of results may vary depending on the volume of applications received for this recruitment.

Note: OST does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

OST is an equal opportunity, affirmative action employer committed to a diverse workforce.