

Data Governance Specialist

Colorado Department of Higher Education

POSTING DATE: March 4, 2024

CLOSING DATE: March 25, 2024

COMPENSATION: \$70,000-\$75,000/annually

JOB TYPE: Full Time

FLSA STATUS: Exempt

DEPARTMENT INFORMATION:

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and as needed, regulate the activities of the state's postsecondary education institutions.

DESCRIPTION OF JOB:

The position's primary role is to implement industry best practices for the secure storage of personally identifiable information (PII) for Colorado Department of Higher Education (CDHE) databases, systems, and applications. This position will work closely with CDHE's Director of IT to ensure alignment and documentation of security efforts organization wide. The position will also support the creation of various internal CDHE policies.

This position will also manage data sharing protocols and agreements with external partners and support the Department by providing ongoing assessment, review, and implementation of best practices for retaining, encrypting, securely storing, and/or properly destroying/archiving PII.

This position reports to CDHE's Senior Director of Research and Data Governance.

Essential Duties & Responsibilities

- Implement best practices for the secure storage of PII for all CDHE databases, systems, and applications aligned to guidance from the Colorado Officer of Information Technology (OIT) and its Government Data Advisory Board (GDAB);
- Coordinate secure data collection and sharing across partners both internally to CDHE and externally with other Colorado state agencies and/or other partners;
- Coordinate draft and review process for Data Agreements between CDHE and any external parties including inter-agency agreements;

- Serve as a liaison to CDHE's IT staff to ensure alignment and documentation of security efforts across the organization, including optimal database backup storage solutions;
- Maintain agreements in an IT project database and handle administrative processes for expired or about to expire agreements including data destruction procedures;
- Support the creation of various internal CDHE policies, specifically CDHE's PII and Data Sharing policies.
- Review department reports and publications to ensure PII and student privacy are treated appropriately, and work with Department staff to disseminate knowledge about best practices for data suppression.
- Keeps process up-to-date with current state and national standards, best practices, and protocols to ensure safe data sharing;
- Maintain and manage user training for secure file transfer software;
- Train CDHE staff on new data security and governance policies and develop procedures to ensure compliance.
- Serve on committees and sub-committees of the Government Data Advisory Board (GDAB) and/or other data governance groups as needed.

REQUIRED QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college or university.
- Formal education in data governance or security (i.e., a certificate or concentration), or equivalent experience in a data security role.
- Appropriate experience will substitute for education on a year-for-year basis.

AND

Experience:

- Minimum of two years of professional and academic experience in project management, grants management, education or related industry.
- Experience with Microsoft 365 products including Microsoft Office.
- Experience with administrative and clerical procedures and systems such as managing files and records, designing forms, and other office procedures and terminology.

Competencies:

- Strong analytical aptitude and awareness of regulatory systems.
- Knowledge of state and federal regulations related to data sharing especially the Family Educational Rights and Privacy Act (FERPA).
- Project management skills
- Effective written and verbal communication skills
- Strong organizational skills and highly detail oriented
- Strong problem-solving skills
- Computer skills
- Strong interpersonal skills

- Motivating, developing, directing and supporting staff
- Self-starter & self-directed
- Ability to work independently
- Ability to plan and manage projects independently
- Ability to manage project progress and adapt work as required
- Ability to work in a fast-paced environment
- Ability to meet deadlines regularly

PREFERRED QUALIFICATIONS:

- Knowledge of state fiscal rules, legal systems, and state activities.
- Experience working with regulatory or governing boards.
- Familiarity with Colorado higher education structure. Experience in Colorado higher education a plus.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately, and position start is immediate.

Employment is contingent on successful completion of a criminal background check.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA).

WORKING CONDITIONS

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday –Friday 8-5. Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. A conflict of interest includes, supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence (including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.