



**Working title: Data Management Officer**

**Class title: Data Officer**

**Posting No.: 1102-26**

**Opening Date: 11/19/2025**

**Closing Date: Open Until Filled**

Location: North Campus, 1106 Clayton Ln., Austin, TX 78723

Class Code: 0217

FLSA: Computer-Exempt

Salary Group/Salary: B29, \$140,000.00- \$145,000.08/yr.

Division: Information Technology

Number of positions: 1

### **General Description**

The Data Management Officer performs highly advanced (senior-level) data management program orchestration, data analysis, and data architecture work, essential for TDLR to fulfill its mission of service to the citizens of Texas. Work involves providing direction and guidance on strategic operations, modernization initiatives, and enterprise-wide data governance. The Data Management Officer is responsible for developing and implementing policies, standards, designs, and action plans on enterprise-wide information governance, data system integrity and integration, and the use of data for business intelligence and analytics as they relate to program management, strategic planning, and organizational assessment. Work is performed under minimal supervision, with extensive latitude for the use of initiative and independent judgment, while planning and implementing data management projects. This position reports directly to the Chief Information Officer in the Information Technology Division.

### **Essential Job Functions**

- Develop, maintain, and oversee the agency's data management program for the effective use of agency data and the training of staff on the use of agency data and data analytics systems.
- Oversee the design, integration, and staging of data architecture and storage methodologies.
- Orchestrate the development and maintenance of controls on data quality and integrity, including the deployment of data quality monitoring systems and processes.
- Develop policies and controls for the appropriate use and protection of enterprise information assets through a defined life cycle.
- Assist agency staff with developing process for answering information requests and quantitative data analysis to measure and draw conclusions regarding effectiveness of agency program outcomes and to define data elements and reporting standards.
- Ensure that appropriate audit controls exist for data that serves as the source material for regulatory reports; that changes in business practices within operational units maintain data system integration and reporting standards; and that reports derived from enterprise data consistently use business intelligence and analytics for decision making and strategic planning.
- Identify information security compliance requirements based on the nature of the business unit process or function and the type of data that is collected, stored, managed, and maintained to provide direction on secure application architecture, design, development, and testing.
- Serve as primary data advisor to the Chief Information Officer.
- Create and maintain public-facing and internal dashboards, participate in statewide data coordination initiatives, and utilize data governance tools.
- Define, manage, and control master data and metadata management policies, controls, and standards using modern platforms based on DAMA framework.
- Assist in the preparation of the agency's Legislative Appropriations Request, Strategic Plan, performance reports, cost estimates and legislatively mandated studies and assessments.
- Monitor data management, privacy, and information security legislation, regulations, standards, guidelines, advisories, and alerts, and apply recommendations and/or take action as required.
- Monitor websites, newsgroups, organizations, and publications to identify emerging methods and technologies related to data/information management and analysis; recommend best practices and improvements to agency standards and procedures; and prepare and deliver reports and presentations on these matters.
- May attend Commission, Advisory Board, Director, Division, and other meetings.

- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team while upholding the agency's core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Comply with Division and/or Agency training requirements, adhere to all TDLR Personnel Policies, and perform related duties as assigned.

### **Required and Preferred Qualifications**

- Graduation from an accredited four-year college or university with major coursework in information assurance, computer information systems, computer science, management information systems, public policy, business administration, mathematics, statistics, data sciences, or a related field is required. (Experience in data management and/or analysis work, in excess of the required five years listed below, may be substituted for college on a year-for-year basis.)
- Five (5) years of experience in data management and/or analysis work, to include experience in information systems risk management and/or controls assessment is required. (Ten years of experience is preferred.)
- Willingness to work irregular hours, evenings, weekends, and holidays as workload requires.
- Occasional travel may be required.
- Must not have criminal history or continuous connections to the government or political apparatus of a foreign adversary that might prevent the applicant from being able to maintain the security or integrity of the infrastructure.
- Graduate degree with major coursework in information assurance, computer information systems, computer science, management information systems, public policy, business administration, mathematics, statistics, data sciences, or related field is preferred and may substitute for two (2) years of data management/analysis work experience.
- Two years of experience in the following areas is preferred: Data Warehouse/Mart/Lake experience, Data Quality/Architecture experience, Data/Security Compliance experience, Data/Security Policy Development experience.
- Experience in developing and utilizing data management/analytics platforms to produce measures and dashboards (e.g., Tableau, PowerBI) is preferred.
- Experience in conducting data, privacy, and/or program assessments and/or audits of policies, standards, procedures, and technical environments within state and federal statutes, regulations, and standards is preferred.
- Certification as a Certified Data Management Professional (CDMP); Data Analytics, Data Engineering, or Data Science Professional Certification is preferred.
- Certification as a Certified Information Systems Auditor (CISA), Certified in Risk and Information Systems Control (CRISC), Certified Information Privacy Professional (CIPP), Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or Certified Chief Information Security Officer (CCISO) is preferred.

**For continued employment, must have ability to maintain the security or integrity of the agency's communication infrastructure verified through routine criminal history record and cyber intelligence reviews.**

### **Knowledge, Skills, and Abilities**

- Knowledge of master data, metadata, reference data, data warehousing, and business intelligence principles and processes, including technical architecture; enterprise information management processes and methodologies; local, state, and federal laws and regulations relevant to data management and data governance; and operational support of networks, operating systems, Internet technologies, databases, and security applications.
- Knowledge of statistics and analyzing data sets; of running queries, report writing, and presenting findings; of data models, database design development, data mining, data literacy, data ethics, data quality check procedures and segmentation techniques; research methods, geospatial analysis, and of record keeping, including security procedures for handling, protecting, and distributing confidential data.
- Skill in analyzing problems and devising effective solutions; in collecting and analyzing complex data; in evaluating information and systems; and, in drawing logical conclusions.
- Skill in assessing the effectiveness of internal controls over key information technology risks; in using analytical software tools, data analysis methods, and other computer applications; and in technical writing.
- Ability to implement and act as an advocate for data and privacy best practices and awareness; and, to plan, develop, monitor, and maintain information technology processes and controls.
- Ability to compile, review, and analyze data.
- Ability to prepare reports.
- Ability to maintain accuracy and attention to detail.
- Ability to communicate effectively.
- Ability to provide excellent customer service.
- Ability to train others.

- Ability to direct and organize program activities.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to develop and evaluate policies and procedures.

### **Physical and Mental Requirements**

- Must be able to stand or sit for extended periods of time and operate standard office equipment and computer software.
- Ability to occasionally lift, carry, and manipulate equipment up to 25 pounds.

### **Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InformationTechnology.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

### **HOW TO APPLY**

State of Texas applications may be submitted electronically through the Texas Workforce Commission's [workintexas.com](http://workintexas.com) online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to [jobs@tdlr.texas.gov](mailto:jobs@tdlr.texas.gov). For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

### **SELECTIVE SERVICE REGISTRATION**

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

### **E-VERIFY**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

### **TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.*