POSITION SUMMARY:

Under the general supervision of the Chief Data Officer, the Data Management Supervisor is responsible for the ongoing management, oversight, and coordination of staff involved in the development and support of data management solutions. This position supervises data engineers, business intelligence developers, quality assurance staff, leads, and data architects. In addition, the Data Management Supervisor oversees all functions of the data management lifecycle. This includes the development of a data lake platform, business intelligence and analytics, data architecture, data modeling, master data management, data governance, data integration, data literacy, data quality, and project management.

The Data Management Supervisor collaborates with cross-functional teams in a federated model to ensure data integrity, security, and accessibility. This position ensures continual improvement of the data management program, including the implementation of best practices and technologies to optimize data processes. In addition, this position also oversees data maturity efforts, manages day-to-day operations, and implements and develops policies, procedures, and standards for data management.

ETF is a medium sized, non-shared services agency administering the Wisconsin Retirement System and related benefit programs to over 630,000 members receiving $5.6 billion in retirement benefits and $1.6 billion in health benefits annually. This position directly supports the agency strategic goal focused on building a talented and agile workforce necessary for achieving the department's mission to develop and deliver quality benefits and services to our members while safeguarding the integrity of the Trust. As an employee of ETF, the incumbent will support and create a diverse and inclusive work force.

GOALS & WORKER ACTIVITIES:

35%   GOAL A: Oversight of data initiatives

A.1   Collaborate with the Chief Data Officer to develop and implement data management strategies and operations. Define the overall data management vision, roadmap, and governance framework, ensuring alignment with the organization's goals and objectives.

A.2   Responsible for the planning, implementation, and ongoing maintenance of data-related initiatives within the organization.

A.3   Oversee the project and operations portfolios for the data management program.

A.4   Communicate with various stakeholders to understand their data needs and provide insights into data capabilities and limitations.

A.5   Collaborate with business units to identify opportunities for leveraging data to drive business decisions and improvements.

A.6   Maintain strong working relationships and effective communication with the user community and data management team.

A.7   Continuously assess, improve, and develop data management processes to enhance efficiency and effectiveness.

A.8   Develop standards and procedures to enable effective, productive, and successful implementation of data management projects.

A.9 Evaluate and select appropriate technologies, tools, and platforms to support data management and analytics initiatives.

A.10 Identify potential risks and challenges related to data management and develop mitigation strategies.

A.11 Define key performance indicators (KPIs) for data management and track team performance against these metrics.

A.12 Provide status reports to the Office of Enterprise Initiatives (OEI), the Chief Information Officer (CIO), the management team, and other stakeholders.

A.13 Provide oversight of data management staff status reports and ensure productivity of data management initiatives.

A.14 Manage vendor relationships and contracts for software and services.

A.15 Enforce agency policies on data management, security, and privacy.

A.16 Develop documents for data management (e.g., Request for Information, contracts, training manuals, etc.).

30%   GOAL B: Supervision of data management teams

B.1 Evaluate and modify staffing level, composition, and schedules as necessary to meet operational needs, department priorities, and modernization goals.

B.2 Recommend and implement personnel activities including the recruitment and selection of staff, reclassifying and reallocating positions, and handling terminations as needed.

B.3 Responsible for performance management activities. Develop and implement standards and objectives to evaluate employee performance. Create training and development plans and mentor and coach employees. Take appropriate disciplinary action and resolve grievances when needed.

B.4 Ensure adherence to the agency's equity and inclusion initiatives as well as health & safety programs.

B.5 Foster a collaborative and productive work environment that encourages innovation and professional growth. Emphasize a culture of continuous improvement.

B.6 Define and maintain roles and responsibilities within the team.

B.7 Meet with staff on a regular basis to keep lines of communication open.

B.9 Oversee day-today activities and work assignments. Organize, prioritize, and monitor data management bureau work effectively to meet key milestones and business objectives.

B.10 Develop and maintain training programs for new and existing staff.

25%   GOAL C: Oversight of data maturity and data operating model

C.1   Promote and oversee data management maturity across the organization.

C.2   Develop presentations for data governance council and other key stakeholders on the progress and plan for data management maturity.

C.3   Conduct data management maturity assessments to understand the current and future state of maturity benchmarks. Identify opportunities to improve maturity.

C.4   Communicate the benefits and reasons for changes to different stakeholder groups.

C.5   Provide regular updates and address questions or concerns to maintain transparency and manage expectations.

C.6   Identify potential risks and challenges related to the operating model.

C.7   Continuously improve the data management operating model.

10%   GOAL D: Performance of other duties as assigned

D.1   Carry out special assignments for agency management and divisions.

D.2   Prepare special reports and recommendations as required.

D.3   Represent management on taskforce and special assignment groups.

D.4   Assist ETF staff with system or data problems. Provide ETF staff and supervisors with general data management tips and techniques.

D.5   Provide consultation to staff and managers to improve their data management skills.

D.6   Develop and maintain up-to-date knowledge of both technology and best practices related to data management, automation, modernization, and quality improvement.

D.7   In collaboration with the Chief Data Officer, create and maintain the bureau's budget.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to supervise data management teams in various data management functions (e.g., data architecture, data modeling, data integration, business intelligence and analytics, data governance, data quality, etc.)
2. Knowledge of various phases of the data management lifecycle (e.g., development of a data lake, business intelligence and analytics, data architecture, data modeling, master data management, data governance, data integration, data literacy, data quality, project management, etc.).
3. Ability to create short-term and long-term plans for data management.
4. Extensive knowledge and understanding of data governance concepts, processes, and standards.
5. Extensive knowledge of the relationships between data, business systems, and IT systems.
6. Knowledge of data management programs, functions, principles, practices, standards, and operating models.
7. Knowledge of data integration through the Extract, Transform, and Load (ETL) process.
8. Ability to manage resources, time, and competing priorities.
9. Ability to develop and improve an operating model for a data management team.
10. Ability to mature a data management program.
11. Ability to recognize business needs and determine data-related solutions.
12. Ability to develop processes, standards, and/or procedures for data management.
13. Strong oral and written communication skills. Ability to communicate business and technical concepts and information effectively to a wide range of diverse audiences. Skilled in preparing and presenting complex plans and proposals to groups of all sizes.
14. Ability to establish and maintain effective working relationships with staff and customers. Knowledge of consulting and negotiation practices.
15. Ability to recommend, direct and implement change.
16. Knowledge of current and emerging project management techniques including project estimation, work plan preparation, and project change control.

17. Knowledge of supervisory methods and techniques including performance management, mentoring/coaching, goal setting, employee development, succession planning, conflict resolution, discipline, etc.
18. Ability to create a climate where staff feel motivated to do their best to help the organize achieve its objectives.
19. Ability to align, plan, and prioritize work to meet commitments aligned with organizational goals.
20. Knowledge of meeting facilitation techniques.
21. Knowledge of current and emerging industry technology, trends, standards, best practices, and techniques related to data management.
22. Ability to manage a budget.
23. Knowledge of contract administration and vendor management.
24. Knowledge of state and federal laws, administrative rules, codes, and procedures relating to data and data governance.
25. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
26. Ability to maintain confidential information in accordance with policies, guidelines and direction from manager.
27. Commitment to creating a diverse and inclusive work force.