



# CLASS TITLE | DATA ANALYTICS AND GOVERNANCE MANAGER

PAY GRADE: EX-52 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2119

Effective Date: 06/12/2024

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**PURPOSE OF THE CLASSIFICATION:** Under administrative direction this position is responsible for supporting enterprise analytics, centralizing data, analyzing data, and transforming data into actionable insights. This position is also responsible for the City's data governance policy and shall advise on, monitor, and govern enterprise data; and performs other duties as assigned.

## ESSENTIAL TASKS:

- Leads analysts in Chief Data Office to provide analytics resources for leadership and departments
- Responsible for dashboards measuring department's alignment and progress towards Mayoral/Council Priorities
- Responsible for maintaining executive dashboard(s) of Key Results (KR) or Key Performance Indicators (KPIs) for leadership
- Serves as a resource to departments on data analysis and generating insights from data assets.
- Manages the centralized data repository to drive alignment between data environment(s) and delivery of data solutions
- Leads implementation of Tulsa's Citywide Data Strategy Action Plan and responsible for updating annually
- Collaborates with departments to develop Workforce Training Program to improve data literacy and skills across the organization
- Manages annual update of Data Governance Manual and department's Data Inventory
- Coordinates with Information Technology Department to integrate Data Classification Policies
- Coordinates Open Data requests from departments and/or external agencies
- Collaborates with Records Manager on data retention schedule and open data requests
- Engages internal and external stakeholders in using public data assets and encouraging collaborative approaches on data usage
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of a bachelor's degree from an accredited college or university in science, technology, engineering, math (STEM) field or business-related field; **and**,  
(b) Eight (8) years' experience that prepares one to perform the essential tasks of this job description.

**Or**

2. (a) Completion of a master's degree from an accredited college or university in science, technology, engineering, math (STEM) field or business-related field; **and**,  
(b) Six (6) years' experience that prepares one to perform the essential tasks of this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Management skills, such as planning, leading, organizing and regulating activities in a technical environment
- Governmental funding sources and accounting practices
- Administrative and management reporting practices and record keeping techniques



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- The use of GIS tools, models, and high-level spatial languages to solve intricate spatial and analytical problems
- High-level programming languages and modeling to automate processes that increase efficiency of operations
- Business practices and mathematics are required to perform technical calculations
- Accounting, statistics, and modern business methods, principles, and practices
- Good knowledge of Structured Query Language (SQL) and Extract, Transform, and Load (ETL) processes used to build data warehouses
- Comprehensive knowledge of end user functions
- Considerable knowledge of business and/or organizational systems with an emphasis on statistics, planning, procedures, training, and motivation

#### Ability to:

- Document advanced technology information in a succinct and understandable format
- Understand and influence the behavior of others within the organization, customer, or the public, to achieve job objectives
- Train and mentor others
- Effectively employ concepts and techniques of project management, including planning, control, and deployment of resources
- Manage small projects; ability to analyze training needs, plan training programs and provide guidance and training
- Supervise, plan, evaluate and coordinate the work of others
- Lead projects to completion with a high level of confidence
- Lead, facilitate, and organize with proven project management, leadership, interpersonal and motivational skills

#### Skill in:

- Excellent skills in public speaking
- Demonstrated skills in conflict resolution, personnel management, leadership, interpersonal relations, and motivation
- Modern business methods, principles, and practices
- Project scoping
- Strong skills in analytics, interviewing, investigating, and grammatical and technical writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching bending, kneeling, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily in an office setting and may require some travel to various City locations.

**EEO Code: E-01**

**Group: Fiscal**

**Series: Financial Management**