

## **Data Officer**

To apply for any posted position with the Texas Commission on Law Enforcement, please register or log in at <https://capps.taleo.net/careersection/407/jobsearch.ftl>

*Resumes are not accepted in lieu of State of Texas application*

### **Description**

#### **Our Mission**

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

#### **Our IT Division**

The Network and Cybersecurity team within the TCOLE IT Division serves as the digital guardian of Texas law enforcement training, compliance, and records systems. Our team is dedicated to protecting critical infrastructure, safeguarding sensitive data, and ensuring the integrity of the systems that support the agency. We defend against evolving cyber threats while maintaining the secure, accessible, and reliable systems that Texas law enforcement, corrections, and telecommunicator professionals depend on.

#### **Who We're Looking For**

The Texas Commission on Law Enforcement (TCOLE) is seeking a Data Officer to join our team located at 6330 E HWY 290, Suite 200, Austin, TX.

The Data Officer performs advanced data analysis and architecture work, providing strategic direction on enterprise-wide information governance, data system integrity, and business intelligence analytics. This position develops and implements data governance policies, standards, and procedures to ensure data quality and regulatory compliance. The Data Officer provides expertise in Data Management, Data Quality, and Data Governance, working under minimal supervision with extensive latitude for independent judgment and initiative.

Salary is dependent on qualifications and experience. The salary range is \$101,860 - \$110,000. The Job Class for this position is 0217 and salary group is B29.

#### **Examples of Work Performed**

Acts as data subject matter expert for inventory, data retention requirements, loss prevention, and regulatory requirements in compliance with state and federal mandates.

Oversees the design, integration, and staging of data warehouses and data marts to support enterprise-wide information management and analytics.

Develops and maintains controls on data quality and integrity, including the deployment of data quality monitoring systems and processes across all agency information systems.

Utilizes systems such as Microsoft Purview to govern, protect, and manage agency data in accordance with enterprise data governance standards and regulatory requirements.

Develops policies and controls for the appropriate protection of enterprise information assets through a defined life cycle, ensuring compliance with data classification and retention requirements.

Defines, manages, and controls master data and metadata management policies, controls, and standards to ensure consistency across all agency systems and processes.

Seeks and reviews existing automated processes including local files, SharePoint, OneDrive, SQL databases, and other data repositories to evaluate data sources for inclusion in data inventory.

Works with business units to define data elements and reporting standards that support operational effectiveness and regulatory compliance.

Creates, develops, maintains, and consults on Standard Operating Procedures (SOPs) regarding data governance requirements and implementation.

Monitors and evaluates system integration points and data pathways to ensure accurate information exchange between platforms.

Assesses enterprise data processing operations, including extraction, transformation, loading, and other data workflows to identify issues and recommend improvements.

Oversees data classification and lifecycle management for agency technology initiatives, providing guidance on protection standards and retention policies.

Establishes and maintains data usage frameworks and compliance tracking systems for personnel handling sensitive information.

Researches and evaluates innovative data management technologies and methodologies to advance organizational capabilities and operational effectiveness.

Establishes and maintains audit frameworks and controls for data supporting regulatory reporting and compliance activities.

Monitors organizational changes to maintain data integrity, system interoperability, and reporting consistency across all operational areas.

Develops and implements standardized business intelligence reporting frameworks that support data-driven decision making and strategic planning across agency operations.

Develops documentation, assessments, and reports to demonstrate compliance with regulatory requirements and governance standards.

Facilitates stakeholder meetings and working groups to establish and monitor integrated data governance standards across information management, security, and regulatory areas.

Evaluates and measures organizational data governance maturity and effectiveness in accordance with regulatory standards and best practices.

Implements statewide data governance directives and maintains compliance with state data management standards and strategic initiatives.

Develops and implements data management and security frameworks aligned with regulatory requirements and industry standards.

Provides consultation and guidance to stakeholders on data governance frameworks, regulatory compliance, and operational procedures.

Ensures that reports derived from enterprise data consistently use business intelligence and analytics for decision making and strategic planning.

Delivers educational programs and technical support to enhance organizational data literacy and governance capabilities.

Other duties as assigned.

## **Qualifications**

### **Required Education and Experience:**

- Bachelor's degree in data management, computer science, analytics, mathematics, or related field.
- At least six (6) years of experience in data analysis, data governance, data management, information governance, or related data-focused work in any regulated industry or government environment.
- Education and experience may be substituted for each other on a year-for-year basis.

**Required Skills, Knowledge, and Abilities:**

- Ability to maintain the highest standards of security and safeguard critical infrastructure. This includes adhering to strict background checks, reporting any suspicious activities, and participating in security training and drills as required.
- Knowledge of master data, metadata, data warehousing, business intelligence principles, and enterprise information management methodologies.
- Knowledge of local, state, and federal laws and regulations relevant to data management and governance, including 13 Texas Administrative Code Section 6.93 - 6.98, Government Code Sections 441.186, 441.180(2), 2054.135, and 2054.161.
- Understanding of data governance principles, data quality management, and enterprise data architecture concepts.
- Knowledge of statistical analysis, database querying, report writing, and security procedures for handling confidential data.
- Skill in Microsoft Purview for enterprise data governance and management.
- Proficiency with Microsoft Office Suite, database management systems, and data governance platforms.
- Strong written and verbal communication skills with ability to prepare professional reports, policies, and technical documentation.
- Strong analytical skills to review complex data systems, identify governance gaps, and recommend strategic improvements.
- Ability to direct program activities, solve complex problems, develop policies and procedures, and manage multiple projects independently.
- Ability to work with minimal supervision, prioritize competing demands, and make strategic decisions within established guidelines.
- Ability to establish effective working relationships with diverse stakeholders across divisions and external agencies.
- Attention to detail and accuracy in developing governance frameworks and maintaining confidential data assets.

**Preferred Education and Experience:**

- DAMA's Certified Data Management Professional (CDMP) certification.
- International Association of Privacy Professionals (IAPP) certifications: CIPT (Certified Information Privacy Technologist), CIPM (Certified Information Privacy Manager), or CIPP (Certified Information Privacy Professional).
- Experience working within Texas state government, regulatory agencies, or law enforcement administration.

- Experience implementing enterprise data governance programs, data quality initiatives, or information management systems in a government or regulated environment.
- Experience with API integration, ETL processes, and enterprise data architecture design.

#### **Preferred Skills, Knowledge, and Abilities:**

- Knowledge of Microsoft Purview administration and enterprise data governance platform management.
- Experience with Texas Open Data Portal requirements and state data sharing initiatives.
- Understanding of law enforcement data systems, regulatory compliance requirements, and public safety information management.
- Knowledge of data privacy regulations, records management principles, and information security frameworks.
- Experience providing training or technical assistance to government personnel on data governance and compliance topics.
- Proficiency with advanced database management, data modeling tools, and business intelligence platforms.

#### **Why work at TCOLE?**

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards, collaborating with local agencies, and enhancing the well-being of Texans. As a Texas State employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members
- 12 - 16 days of [annual paid holidays](#)
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for full-time employees
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security

- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#)
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services

**All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.**

***Equal Opportunity Employer*** - TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

***ADA*** - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

**Military Occupational Specialty Codes** - Similar military occupational codes include MOS 25B, 26B, 255A, 35F, 35G, 35L, 35M, 35N, 35S, 35T, 350F, 350G, 351L, 351M, 352N, 17C, CYBE10, CYB11, CYB12, CYB13, CYB14, CT, CTN, CTR, CTT, IS, IT, ITS, ISM, ISS, 181X, 182X, 183X (Intel Officer), 681X, 682X, 683X (Limited Duty Officer - Intel), 781X, 782X, 783X (Warrant Officer - Intel), 8846, 8848, 1N0X1, 1N1X1, 1N4X1, 3D0X1, 3D0X2, 3D0X4, 3D1X2, 6C0X1, 8K000, 14N, 14NX, 15AX, 16KX, 17CO, 17DX, 17SX, 65FX, 65WX, 0651, 2651, 1N0X1, 1N1X1, 1N4X1, 3D0X1, 3D0X2, 3D0X4, 3D1X2, 17SX, 510. More information about military occupational codes can be found at:

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

***Veterans Preference*** - Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

**Benefits** -- For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>