Click one of these links to see the Job Description for that class:

Job Code	Title
A07241	Data Governance Analyst I
A07242	Data Governance Analyst II
V07243	Data Governance Analyst III

Data Governance
A07241-V07243

DESCRIPTION OF OCCUPATIONAL WORK

The Data Governance family is responsible for establishing and maintaining frameworks, policies, and processes that ensure data is managed effectively, securely, and in compliance with regulatory and business standards. This role is critical in organizations that rely on data for decision-making, operational efficiency, and regulatory compliance. The Data Governance family of jobs ensures that data is accurate, secure, and accessible, enabling organizations to make informed decisions while mitigating risks. Their work supports data-driven innovation, enhances regulatory compliance, and fosters a culture of responsible data usage across the organization. Positions at the agency level are utilized for agency specific applications related to data governance and are expected to collaborate with OCIO to ensure consistency, security, efficiency, and alignment with statewide technology goals.

Data Governance Analyst I
A07241

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Data Governance Analyst I is responsible for assisting in the development and support of the data governance program. This role provides support in establishing and implementing data governance policies, procedures, standards, and guidelines to ensure data quality, integrity, and security. They collaborate with cross-functional teams to enforce data governance practices. They collaborate with stakeholders (i.e. data stewards and information technology teams) to enhance data integrity, assist in data usage and identify potential risks. This role will participate in training and awareness programs related to data governance.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Support the data governance strategy aligned with agency goals and objectives.

Help draft data governance frameworks, policies, and procedures to ensure data quality, integrity, and security.

Monitor and measure data governance program effectiveness, including data quality metrics, compliance, and adherence to data governance policies.

Enforce data standards, naming conventions, and data classification guidelines.

Ensure consistency and accuracy of data across different systems and departments.

Collaborate with stakeholders to establish and maintain a data dictionary and metadata repository.

Maintain Data Catalog tool including data intake, data security classification, and user documentation.

Ensure compliance with data privacy regulations and data protection policies.

Monitor data privacy controls, consent management, and data access restrictions.

Assist in regular audits and assessments to monitor data compliance and security risks.

Identify areas for improvement and suggest corrective actions.

Communicate data governance strategies, progress, and challenges to stakeholders and business units.

Collaborate with stakeholders to gain buy-in and support for data governance initiatives.

Review and approve public records responses and publicly released data reports.

Review data sharing agreements for adherence to data management standards.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Data Governance principles and best practices, including data ownership, data stewardship, data quality standards, data management concepts, data privacy regulations, data protection, and data cataloging; familiarity with Data Governance frameworks; Nebraska regulations, policies, and statutes regarding data collection, sharing, use, and release.

Skill in: Data Governance tools and technologies: Collibra, Microsoft Office Suite (especially Excel and Outlook), Adobe; drafting Data Governance Policies and Standard Operating Procedures; analytical and problem-solving skills to identify and resolve data governance issues; experience in change management and driving organizational change initiatives; reading comprehension; active listening.

Ability to: Have excellent communication and collaboration skills to work with cross-functional teams and stakeholders; create clear concise data documentation; work independently and with a team as necessary; find ways to execute tasks more efficiently; create documentation that is clear and concise.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in a related field (e.g., Computer Science, Information Management, Business Analytics) and 3 years' experience in data governance, data management, or a related field. Any equivalent combination of education and experience will be considered.

Data Governance Analyst II
A07242

Data Governance Analyst II is responsible for assisting in the development and implementation of the data governance program. This role establishes and implements data governance policies, procedures, standards, and guidelines to ensure data quality, integrity, security and compliance with state and federal regulations. They collaborate with cross-functional teams to enforce data governance practices, specifically to ensure data quality, consistency and accuracy across state systems and databases. Additionally, they will monitor and report on data compliance, identify areas for improvement, and provide guidance on data-related issues. They will collaborate with stakeholders to mature data governance skills and support the use of data governance tools (e.g. Data Catalog) and enforce data access controls and security measures in collaboration with cybersecurity teams.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Implement the data governance strategy aligned with agency goals and objectives.

Help define data governance frameworks, policies, and procedures to ensure data quality, integrity, and security.

Monitor and measure data governance program effectiveness, including data quality metrics, compliance, and adherence to data governance policies.

Enforce data standards, naming conventions, and data classification guidelines.

Ensure consistency and accuracy of data across different systems and departments.

Collaborate with stakeholders to establish and maintain a data dictionary and metadata repository.

Maintain Data Catalog tool including system updates, data intake user documentation, and creating training content.

Coordinate data stewardship activities, including data profiling, data cleansing, and data quality monitoring.

Facilitate data issue resolution and escalate unresolved issues to appropriate stakeholders.

Ensure compliance with data privacy regulations and data protection policies.

Monitor data privacy controls, consent management, and data access restrictions.

Conduct regular audits and assessments to monitor data compliance and security risks.

Identify areas for improvement and implement corrective actions.

Communicate data governance strategies, progress, and challenges to stakeholders and business units.

Collaborate with stakeholders to gain buy-in and support for data governance initiatives.

Knowledge of: Data Governance principles and best practices, including data ownership, data stewardship, data quality standards, data management concepts, data privacy regulations, data protection, and data cataloging; familiarity with Data Governance frameworks; Nebraska regulations, policies, and statues regarding data collection, sharing, and release.

Skill in: Data Governance tools and technologies: Collibra, Microsoft Office Suite (especially Excel and Outlook), Adobe; drafting Data Governance Policies and Standard Operating Procedures; analytical and problem-solving skills to identify and resolve data governance issues; experience in change management and driving organizational change initiatives; using logic and analysis to identify data issues; propose solutions and remediation to data issues; reading comprehension; active listening.

Ability to: Have excellent communication and collaboration skills to work with cross-functional teams and stakeholders; create clear concise data documentation; work independently and with a team as necessary; find ways to execute tasks more efficiently; independently identify issues in data; effectively trouble shoot issues with data or systems; create documentation for the Data Office that is clear and concise.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in a related field (e.g., Computer Science, Information Management, Business Analytics) and 4 years' experience in data governance, data management, or a related field. Any equivalent combination of education and experience will be considered.

Data Governance Analyst III
V07243

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Data Governance Analyst III is responsible for leading the development, implementation, and management of the data governance program. This role will supervise and provide oversight in establishing data governance policies, procedures, standards, and frameworks to ensure data quality, integrity, and security. They will collaborate with cross-functional teams to enforce data governance practices, specifically with cybersecurity teams, and to drive the adoption of data governance tools (e.g. Data Catalog). They will oversee data compliance with state and federal regulations, identify areas for improvement, and provide guidance on data-related issues. They will drive delivery of training programs on data governance best practices and foster a culture of data stewardship and accountability across the agency.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Define and implement the data governance strategy aligned with agency goals and objectives.

Define data governance frameworks, policies, and procedures to ensure data quality, integrity, and security.

Monitor and measure data governance program effectiveness, including data quality metrics, compliance, and adherence to data governance policies.

Enforce data standards, naming conventions, and data classification guidelines.

Ensure consistency and accuracy of data across different systems and departments.

Collaborate with stakeholders to establish and maintain a data dictionary and metadata repository.

Coordinate data stewardship activities, including data profiling, data cleansing, and data quality monitoring.

Facilitate data issue resolution and escalate unresolved issues to appropriate stakeholders.

Ensure compliance with data privacy regulations and data protection policies.

Monitor data privacy controls, consent management, and data access restrictions.

Conduct regular audits and assessments to monitor data compliance and security risks.

Identify areas for improvement and implement corrective actions.

Participate in data governance committee and the Executive Steering Committee to provide guidance and oversight on data governance initiatives.

Communicate data governance strategies, progress, and challenges to executives, stakeholders, and business units.

Collaborate with stakeholders to gain buy-in and support for data governance initiatives.

Plans, assigns, schedules, prioritizes, directs, and coordinates the work of the data governance analysts and other staff within the data governance team, ensuring the accuracy and quality of work and the overall performance of work.

Participates in the selection and assignment of data governance and other professional and administrative staff.

Responsible for improving operating practices and procedures, promoting team building, and effectively interacting and coordinating with officials of other units or organizations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Supervisory techniques; data governance principles and best practices, including data ownership, data stewardship, data quality standards, data management concepts, data privacy regulations, data protection, and data cataloging; familiarity with Data Governance frameworks; Nebraska regulations, policies, and statutes regarding data collection, sharing, and release.

Skill in: Data Governance tools and technologies: Collibra, Microsoft Office Suite (especially Excel and Outlook), Adobe; drafting Data Governance Policies and Standard Operating Procedures; analytical and problem-solving skills to identify and resolve data governance issues; experience in change management and driving organizational change initiatives; using logic and analysis to identify data issues; propose solutions and remediation to data issues.

Ability to: Supervise others (including hiring, evaluating performance, counseling, disciplining, and training staff); provide guidance, consultation, advice, instruction, and technical assistance to others; think creatively; have excellent communication and collaboration skills to work with cross-functional teams and stakeholders; create clear concise data documentation; work independently and with a team as necessary; find ways to execute tasks more efficiently; independently identify issues in data; effectively trouble shoot issues with data or systems; create documentation for the Data Office that is clear and concise.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in a related field (e.g., Computer Science, Information Management, Business Analytics) and 6 years' experience in data governance, data management, or a related field as well as 3 years' experience in supervising a data governance team. Any equivalent combination of education and experience will be considered.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:
State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Some positions may require specific certifications (e.g., Certified Data Management Professional, Certified Data Governance Professional).

Established: 08/2025

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date