

## **Data Practices Compliance Specialist**

### **SUMMARY/PURPOSE**

To act as a designated employee of the City of Duluth to whom persons may direct questions or concerns regarding access to data or other data practices issues. This individual will coordinate and manage activity across the city in accordance with the Minnesota Government Data Practices Act (MGDPA), and act as a designee of the City's Responsible Authority. The Data Practices Compliance Specialist will report to the City Clerk.

### **SUPERVISION RECEIVED**

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide service to members of the public requesting access to and reviewing public government data.
2. Review data responsive to public records requests to identify and remove protected information.
3. Design and implement policies and procedures as required to ensure compliance with the Minnesota Government Data Practices Act and the accompanying rules.
4. Respond to data breaches, assist City staff in minimizing them, and communicate breaches as required by law.
5. Ensure appropriate proactive strategies are in place across the City, including training and procedural refinements to maximize the cost-effectiveness of data practices functions and minimize reputational, financial, and related risks to the City arising from the mismanagement of data.
6. In collaboration with the City Clerk, lead and direct a citywide records management program in a manner that complies with applicable law and policy and supports the effective administration of the City.
7. Provide election support as required.
8. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
9. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
10. Provide training on new or modified procedures and policies to all affected parties.
11. Coordinate and perform data practices compliance functions for the City.
12. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
13. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
14. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
15. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Associate's Degree in paralegal studies, or a related professional field, and three (3) years of increasingly responsible related professional experience as a paralegal, legal assistant, or in research or records maintenance; OR a minimum of six (6) years of related education and/or full-time, verifiable professional experience in paralegal, legal support work, or research or records maintenance.
  - B. Experience with Minnesota Data Practice Laws preferred.
2. License Requirements
  - A. No specific licenses required.
3. Knowledge Requirements
  - A. Knowledge of the procedures, principles, and best practices associated with information governance and records management.
  - B. Considerable knowledge of ordinances, laws, and regulations impacting information retention, protection, and distribution, including but not limited to the MGDPA and the Minnesota Official Records Act.
  - C. Knowledge of legal electronic discovery requirements, procedures, and best practices.
  - D. Knowledge of problem-solving and conflict-resolution techniques.
  - E. Knowledge of applicable safety requirements.
  - F. Knowledge of, or the ability to learn, City policies and procedures.
  - G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - H. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
  - A. Strong technical aptitude, including familiarity with information management systems and applications.
  - B. Strong project management and program management skills.
  - C. Strong oral and written communication skills with the ability to translate complicated legal and technological concepts into lay terms.
  - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - E. Skill in managing one's own time and the time of others.
  - F. Skill in completing assignments accurately and with attention to detail.
  - G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
  - A. Ability to transport oneself to, from, and around worksites or job-related locations as required.
  - B. Ability to build and maintain relationships with City partners and with the public, including providing excellent customer service and deescalating potential conflicts.
  - C. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - D. Ability to communicate and interact effectively with members of the public.
  - E. Ability to communicate effectively both orally and in writing.
  - F. Ability to recognize, analyze, and solve a variety of problems.
  - G. Ability to organize and prioritize work while meeting multiple deadlines.
  - H. Ability to handle difficult and stressful situations with professional composure.
  - I. Ability to work successfully as a member of a team and independently with minimal supervision.
  - J. Ability to train and lead others.
  - K. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.

- L. Ability to enforce safety rules and regulations.
- M. Ability to maintain confidential information.
- N. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- O. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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