

DATA RELEASE COORDINATOR

SUMMARY/PURPOSE

Responds to all internal and external information requests while adhering to department, local, state, and federal data practices laws and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Expert in the release of information regarding police records, body cameras, dashboard cameras, recording devices, and other data collection devices.
2. Manage incoming and outgoing data requests, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented in Records Management System.
3. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established, internal guidelines; monitor and review how information is categorized and released for all requests.
4. Identify procedures for data review application of relevant regulations, and reporting; establish work place standards and ensure policies, procedures, and regulations are followed.
5. Coordinate the needs and objectives of investigators, management, and external requests.
6. Monitor Data Practice Office Advisory Opinions to ensure the implementation of best practices.
7. Work with City Attorney staff to ensure compliance with Minnesota Government Data Practices Act and keep up to date applicable legislative changes.
8. Provide prompt, quality customer service to internal and external customers, and exercise patience, respect, and professionalism in all routine and non-routine interactions.
9. 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.
10. Other duties as assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Associate's degree in criminology, project management, paralegal, law enforcement, or a related field and one year of verifiable experience independently evaluating data, working with regulations, creating technical reports, and working with the public; OR
 - B. A combination of education and experience equaling three (3) years which demonstrates experience independently evaluating data, working with regulations, creating technical reports, and working with the public.
2. Knowledge Requirements
 - A. Knowledge of principles, terms, procedures, and practices of data release, tracking, and reporting.
 - B. Advanced knowledge of applicable federal, state, and local regulations including Data Practices standards and regulations related to the review of body/dashboard cameras, audio, and video recordings.
 - C. Knowledge of the department mission, vision, and values regarding data release and coordination.
 - D. Knowledge of computer systems, job required software applications, the internet, and modern office equipment.

3. Skill Requirements

- A. Strong computer skills, including word processing, database, spreadsheet, presentation and email applications.
- B. Skill in communicating clearly and concisely, both verbally and in writing, while consulting with the public, professionals, and coworkers.
- C. Skill in operating a variety of office equipment.
- D. Strong customer service skills.

4. Ability Requirements

- A. 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.
- B. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to take responsibility for one's work by anticipating and planning workloads by being punctual, adaptable, and accountable in one's daily work assignments.
- D. Ability to work under the pressures of time and conflicting demands.
- E. Ability to assist with legal issues and identify and address risks and liability implications when encountered, working with assigned Attorney and informing management regarding the most complex concerns.
- F. Ability to evaluate information and apply best practices that deliver appropriate outcomes.
- G. Ability to produce detailed, effective, and clear technical reports, documents, and correspondence.
- H. Ability to identify and implement improvements in work methods.

5. Physical Ability Requirements

- A. Ability to sit for extended periods of time.
- B. Fine manual dexterity to operate computer and other office equipment in the preparation of documents, reports and databases.
- C. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Office/Clerical	CSB: 01/08/2019	Class No:
WC: 8810	Pay:	EEOF: Police Protection	CC:	Resolution: