



#### DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

#### DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

#### DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

#### Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



## Program Director 4

### Data Strategies Unit Director

**Job Location Address: Remote/Alternative Workplace Solutions**

#### ABOUT POSITION

The Data Strategies Unit, part of the Quality Improvement and Strategic Solutions Division, is responsible for data validation and assurance, single-source of truth for Department data, data analysis and exploration, predictive analytics, making conclusions, findings, and recommendations related to data-driven decision making and conducting data presentation.

This position will serve as Director 4 of the Data Strategies Unit (DSU) and will manage a team of technical research specialists. This position will report to the Director of Operations and is responsible for oversight and governance of the department's strategic use of data in order to drive business decisions and success.

#### RESPONSIBILITIES

- Lead, motivate and manage the Data Strategies Unit (DSU) towards the department's operational goals and objectives that improves decision-making and
- Assist in the development of short and long term goals while assigning and prioritizing work product and ensuring quality of work.
- Responsible for team member planning and oversight. Sets priorities for projects and directs the team to ensure the most efficient operations and comprehensive products possible.
- Develops strategies to implement and maintain a data-driven culture within the department.
- Develop an operational plan for the overall agency data function, including goals, and objectives, as a guide to activities. This operational plan will be used to guide and direct collection, storage and use of analytic activities.
- Develop and apply appropriate evaluation measures and encourage, support, and reinforce the production of high-quality data products.
- Influences and directs the eventual success of DSU team members.

- Remain current on policy changes regarding data classification standards and levels in order to ensure proper safeguarding of information.
- Structure logical reports and statements that have clear and meaningful conclusions are supported by logical claims and relevant data, and account for inconsistent data.
- Maintain familiarity with the legal; privacy, civil rights, and civil liberties; ethics; and operational security issues surrounding the use of data.
- Decide which data elements should be collected on a routine basis to solve specific problems.
- Identifying the data elements to be gathered in special issue data collections.
- Assist in defining data collection methodologies and use.
- Establish and participate on various committees.
- Organize and implement policies, procedures, structures, roles, and responsibilities that outline and enforce rules of engagement, decision rights, and the accountabilities for the effective management of information assets.
- Recommend an enterprise wide data retention policy.
- Recommend improvements and implement the department's data and quality management strategy.
- Coordinate and conducts presentations.

## QUALIFICATIONS

- Bachelor's degree in statistics, applied statistics, business administration, or experience equivalent to five years full-time professional work developing research methodology and/or directing statistical research.
- Bachelor's degree in statistics, applied statistics, business administration, or public policy required
- Master's degree in Business, Economics, Finance, Management, or Public Administration preferred

### Competencies

- Decision Quality
- Problem Solving
- Directing Others
- Presentation Skills
- Innovation Management

For Information regarding State of Tennessee benefits please [click here](#).

### How to apply:

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by October 1, 2019. All email submissions must include in the subject line: QISS Data Strategies Unit Director
- Target Range: \$65,000 – 92,000. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*