DATA MANAGEMENT JOB FAMILY
CAREER PATH

Positions in this family are accountable for the design, creation, customization, testing, installation, and maintenance of data management information systems and controls to meet end user requirements.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Monitor and optimize the performance of databases.
- ❖ Generate reports by creating data queries.
- ❖ Manage and modify databases.
- ❖ Maintain data integrity and security.
- ❖ Provide other data integration services.
- ❖ Provide technical support to agencies.

The work assigned to positions in this series ranges from assisting with design and maintenance of databases or data integrations to managing multiple data management teams. developers.

Data Technician   Pay grade: 18, 22, 25

This is an entry-level data management position typically involved in assisting with design and maintenance of a database or providing data integrations. This position assists in the design, testing, and modification of data management applications and controls. Employees also respond to ad hoc report requests that are routine in nature and may execute patch management of databases. At this level, an employee will be responsible for completing singular, low risk, and low impact tasks such as executing low-level table management, conducting low-level and routine monitoring of data by users, and running data analytics tools.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate's degree from an accredited institution.

Data Analyst   Pay grade: 28, 30

This is a data management position accountable for applying and using experience in the field of data management in the preparation of moderate to complex data systems, analysis of

specifications, and installation and testing of data management systems. Employees provide data modeling and design services and tune database applications for optimal performance. This position supports the design of detailed conceptual data models and translation into outline designs. Employees migrate data management systems into operational environments while ensuring data security and integrity. This position may provide technical leadership to first-level staff and runs moderate to complex data analytics tools. Employees act with independence and may be accountable for a significant portion of a large project/enhancement.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and two years of information technology experience with emphasis in data management or data integration.

Data Specialist   Pay grade: 30, 33
(May be utilized in a Non-Supervisory or Supervisory Role)
Supervisory positions at this level are accountable for the development, enhancement, and maintenance of databases or data integrations for assigned organizational areas. An incumbent typically manages a small team of data management staff and/or databases or data integrations of lesser complexity and/or risk and impact. The focus is on adaptation and maintenance of existing databases. Additional duties include mentoring application development staff, which may include vendor staff.

Specialist positions at this level are accountable for developing data management architecture and the design and maintenance of complex organizational data models within the approved architecture. Incumbents monitor and identify trends in data usage and opportunities for the reduction of data usage. Employees design, develop, test, and implement complex data management systems and provide guidance relating to encryption standards and data recovery systems and processes. This position runs complex data analytics tools and establishes standards in naming conventions. Employees provide complex technical support in relevant field of discipline and may serve as project lead and/or provide technical direction to other project team members. In addition, this position also mentors less experienced staff.

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Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years of information technology experience with emphasis in data management or data integration.

Senior Data Specialist
Pay grade: 33

Positions at this level are accountable for the development, enhancement, and maintenance of databases or data integrations of moderate complexity and risk/impact for assigned organizational areas. This position may be accountable for multiple databases and data management teams. Senior specialist positions perform highly complex data assignments involving multiple small, complex, platforms or a singular large platform. Employees are accountable for data security, validation, evaluation, and implementation. Senior Data Specialists interact with stakeholders or business partners, including vendor staff. Incumbents work on and solve highly complex problems where analysis requires in-depth evaluation of various factors. They provide highly complex technical support in relevant fields of discipline and may serve as project lead and/or provide technical direction to other project team members.

Minimum Requirements *(The following represents the minimum qualifications used to   accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and seven years of information technology experience with emphasis in data management or data integration.

Data Manager
Pay grade: 34

This is a managerial position accountable for the development, enhancement, and maintenance of databases or data integrations at the high end of complexity and high risk/impact for assigned organizational areas. A Data Manager manages multiple data management teams and is accountable for portfolio management of multiple data management applications and ensuring staff's adherence to standard operating procedures. They are accountable for leading supervisors or team leaders of data management teams and interact with stakeholders or business partners, including vendor management. Data Managers are responsible for assisting the Chief Information Officer (CIO) with strategic planning and direction.

DATA MANAGEMENT JOB FAMILY
CAREER PATH

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and ten years of information technology experience with emphasis in data management or data integration.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click HERE to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click HERE for more details about dress and appearance requirements.

Effective: 02/01/2025   **Reviewed:** 02/01/2025   **Revised:** --