

Oklahoma Department of Corrections
Unclassified Job Descriptor

DATA QUALITY COORDINATOR

Basic Purpose:

Positions in this job are responsible for establishing practices and creating opportunities for enhanced data availability and preservation.

Typical Functions:

- Responsible for creating extracts/views/web services to collect, store and preserve data for reporting analysis.
- Evaluates requests from internal and external stakeholders; analyzes information requirements to determine data availability and production capabilities, and provides information in response to requests.
- Implements measures to ensure data accuracy and accessibility.
- Monitors, refines and reports on the performance of data and existing business processes.
- Assesses the relationship between erroneous data and existing business processes.
- Designs, creates and maintains relational databases and data systems.
- Triage code problems and data-related issues.
- Develops reports and ad hoc queries as needed.

Knowledge, Skills, and Abilities:

Knowledge of departmental policies procedures; of department applications; methods of data collection and reporting and of the principles of the graphical presentation of data. Knowledge of, and skill in, the use and application of appropriate technology. Ability to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and present complex material in a clear and concise manner.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in a social science, computer science, business, or public administration, and two (2) years of experience in analysis and presentation of statistical information; or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree in a social science, computer science, business, or public administration, and five (5) years of experience in analysis and presentation of statistical information; or an equivalent combination of education and experience.