

Deputy Directive

Number: DD-120

Refer to

Director's Policy: DP-06, Caltrans'
Partnerships
DP-09, New Technology
Implementation
DP-10, Departmental
Commitments
DP-11, Caltrans Workforce
DP-14, Quality in Caltrans
DP-25, Best Practices

Effective Date: November 1, 2022

Supersedes: NEW

Responsible

Program: Enterprise Data and
Geospatial Governance

Title Enterprise Data Governance

Directive

The Geospatial Data Officer (GDO) will establish, communicate, and enforce data governance, data management, data procurement and data collection policies, processes, and standards for the California Department of Transportation through the data governance initiative, CTDATA.

Definitions/Background

The State policy, as defined in State Administration Manual (SAM) Sections 5160-5160.2, requires that departments implement enterprise data governance practices, design systems to support direct data sharing, publish data to the State open data portal, protect confidential and sensitive data, adopt data documentation standards, and manage the collection and procurement of data, as part of an enterprise approach to data governance.

Definition of terms related to enterprise data governance:

Data Governance—The exercise of authority, control and shared decision making (planning, monitoring and enforcement) over the management of data assets.

Data Management—The acquisition, control, protection, delivery, and enhancement of the value of data.

Data Stewardship—The formal, specifically assigned, and entrusted accountability for business (non-technical) responsibilities ensuring effective control and use of data and information assets.

Governing bodies and named data governance roles are defined at: <https://datagovernance.onramp.dot.ca.gov/ctdata-structure-and-roles>

Responsibilities

Director:

- Promotes a strategic enterprise data governance program.

Chief Deputy Director:

- Actively supports adoption of enterprise data governance practices across all Districts and Divisions.

Geospatial Data Officer:

- Leads the effort, known as CTDATA, to establish, communicate, and enforce data governance, data management, data procurement and collection policies, data practices, and data standards for Caltrans.
- Partners with all business areas at Caltrans to cooperatively meet the mission, vision, and goals of CTDATA.

Enterprise Data and Geospatial Governance Program Manager:

- Develops, implements, and communicates Enterprise Data Governance Practices and Data Element Standards.
- Ensures data practices and data standards support the mission, vision, and goals of CTDATA.
- Acts as the Caltrans Data Coordinator per SAM Section 5160.1.

Deputy Directors and District Directors:

- Champion CTDATA and the implementation of enterprise data governance practices.

Division Chiefs, Deputy District Directors, Program Managers, Managers, and Supervisors:

- Enforce data policies, data standards, and data practices.
- Take appropriate corrective action when violation of Caltrans enterprise data governance policies, standards, or processes occurs.
- Identify staff to take on data governance roles as defined by the data governance program (e.g., data stewards, data custodians, etc.)
- Ensure duty statements of data stewards, data custodians, and other responsible staff include duties related to data governance and data management practices.
- Ensure staff are adequately resourced and trained, as needed, to perform data governance and data management practices.

Legal Division:

- Draft documents that secure and protect Caltrans' confidential and privileged data in consultation with the Information Security Office.
- Provide recommendations on the legal requirements and identification of confidential and privileged data.

Enterprise Data Stewards:

- Support adoption and implementation of Caltrans data governance policies, practices, and guidelines.
- Identify Business Data Stewards and manage the list of individuals assigned to those roles along with the data scope they have responsibility over.
- Attend Enterprise Data Steward Committee meetings and work to achieve its goals.
- Communicate regularly with business data stewards to make sure they are familiar with data governance policies, practices, guidelines, and resources.

District Enterprise Data Governance Liaisons:

- Support adoption and implementation of Caltrans data governance policies, practices, and guidelines.
- Represent district interests on data governance working groups.
- Coordinate district responses to requests for information and document reviews.
- Share information about enterprise data and geospatial governance efforts with district staff.

Business Data Stewards:

- For data within a particular defined business area/scope:
 - Serve as the primary authority (subject matter expert)
 - Make decisions/sign off on data definitions, business rules, standards, and data management processes for data.
 - Responsible for the adoption and implementation of data governance policies, practices, and guidelines.

Data Custodians:

- For data within a particular defined business area/scope:
 - Assist and supports Business Data Stewards in adopting and implementing data governance policies, practices, and guidelines.
 - Act as a technical subject matter expert related to how data is structured and managed in databases.
 - Perform database administrator functions such as capacity planning, hardware and software installation, configuration, database design, data and software migration, performance monitoring, security, troubleshooting, data backup and data recovery.

Information Security Office:

- Provide recommendations on identification and classification of confidential, sensitive, and personal information data, in alignment with the State Information Management Manual 5305-A.
- Provide recommendations and guidance as it relates to maintaining privacy and security of confidential, sensitive, and personal data, in alignment with the State Information Management Manual 5300-B.

All Employees:

- Work to achieve the mission, vision, and goals of CTDATA.
- Comply with Caltrans data governance policies, standards and processes while performing their jobs.

Applicability

This policy applies to all Caltrans employees.

Michael D. Keever

MICHAEL D. KEEVER
Chief Deputy Director

October 24, 2022

Date Signed