

NEW MEXICO JUDICIAL BRANCH
REPORTING AND ANALYTICS DIVISION (RAD)
CHIEF DATA STEWARD
(Classified)

TARGET SALARY: \$96,133-\$192,265 annually, or \$46.218-92.435 hourly depending upon experience (pay range OO)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 1002JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under the direction of the Reporting and Analytics Division Director within the Administrative Office of the Courts, ensure the quality, integrity, and governance of data assets across the Judiciary by leading efforts to establish, maintain, and improve data governance practices to ensure court data is accurate, reliable, accessible and appropriately managed. This position is the Judiciary's primary steward for ensuring the integrity, reliability, and responsible use of enterprise court data to support operational decision-making, performance measurement, transparency, and strategic initiatives.

EXAMPLES OF JOB DUTIES

- The **RAD Chief Data Steward** provides recommendations for enterprise data governance across the judiciary to ensure court data is accurate, reliable, accessible, secure, and appropriately managed.
- Works with the RAD Division Director to develop and draft enterprise data governance practices, including roles, responsibilities, decision-making processes, and accountability for the management and use of judicial data.
- At the direction of the RAD Director provides guidance to designated data owners and stewards regarding their responsibilities for data quality, security, accessibility, and appropriate use.
- Facilitates resolution of complex data governance issues and conflicting data requirements and makes recommendations regarding data definitions, standards, ownership, accessibility, and appropriate use.
- Recommends data strategies and long-term priorities aligned with Judicial Branch goals and operational needs and identifies opportunities to improve the quality, accessibility, integration, and use of judicial data within RAD and throughout the Judiciary.
- Develops and monitors data standards, rules, and processes to ensure data is fit for its intended purpose and supports accurate judicial reporting, analytics, and decision-making.
- At the direction of the RAD Director, analyzes and prepares presentation materials for judges, judicial management, committees, commissions, legislative bodies, court

personnel, and external stakeholders; explains complex data concepts and responds to questions regarding judicial data and reporting. I reworked the two bullets highlighted in yellow combining them ~

- Develops and delivers, or oversees the development and delivery of data governance and data literacy training to judges, court staff, and stakeholders to promote effective and responsible use of judicial information.
- Builds and maintains collaborative relationships with AOC divisions, courts statewide, judicial leadership, information technology, legal, security, and other stakeholders to promote consistent and effective data governance practices.
- Develops and maintains data definitions, metadata, data dictionaries, reporting standards, and business rules to promote consistent understanding and use of court data statewide.
- Provides enterprise leadership and serves as the lead resource for assigned business areas on master data management activities, including the identification, consolidation, validation, maintenance, and distribution of court data.
- Provides oversight of data access controls, security classifications, retention requirements, and appropriate use of judicial data in collaboration with legal, security, and information technology staff.
- Conducts regular reviews and assessments of data practices to identify opportunities for improving data accessibility, efficiency, and compliance with judiciary standards.
- Establishes and promotes practices for managing judicial data throughout its lifecycle, including creation, collection, storage, use, sharing, retention, archival, and disposition.
- Provides consultation and guidance to the Division Director, AOC leadership, court leadership, analysts, and operational teams regarding data governance, data interpretation, reporting requirements, and best practices for data stewardship.
- Establishes and monitors measures, performance indicators, and reporting mechanisms to assess data quality, governance effectiveness, compliance, and progress toward enterprise data objectives.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of, and the ability to research and apply, local, state, and federal statutory requirements and regulations; enterprise data governance and leadership principles; methods for collecting, validating, analyzing, and reporting complex operational data; management principles and practices; project management and supervisory techniques; information technology trends, techniques, and emerging technologies; and data protection and security practices. The successful applicant should demonstrate the ability to translate technical data concepts into clear, practical information for judges, court administrators, and non-technical stakeholders; establish data standards and promote consistent definitions and use of data across multiple business areas; identify data issues, determine root causes, and coordinate solutions across business and technical teams; and develop, implement, maintain, and evaluate enterprise-wide data governance frameworks, policies, standards, and processes.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or Management, Project Management, Computer Science, Information Technology, Information systems, Data Science, Data Analytics, IT

Management, Information Engineering Technology, Statistics, Mathematics or a directly related field.

Education Substitution: Four (4) years of directly related and relevant experience may substitute for the required education.

Experience: Eight (8) years of progressively responsible experience in enterprise data management, data governance, data stewardship, data quality standards, business intelligence, analytics, information systems or a directly related field.

The following specific experience must be included within the general experience requirements and may be concurrent:

- Two (2) years of experience developing, implementing, maintaining, or evaluating data governance practices, data quality standards, metadata management, data dictionaries, or similar data management frameworks.
- Two (2) years of experience analyzing complex data sets, identifying data quality issues and root causes, and developing recommendations to improve data accuracy, consistency, reliability, and usability.
- Two (2) years of experience collaborating with business users, technical teams, leadership, and other stakeholders to establish data requirements, resolve data governance issues, and improve data-driven processes.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for general experience at a rate of thirty (30) semester hours equals one (1) year of experience. Education may not be substituted for the specific experience requirement.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)

- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 09/22/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov