

## Duties of Proposed Staff Positions for Data Standards

June 2, 2005

**Goal/Justification:** Providing centralized individuals who are focused on the maintenance and integrity related to the codes that drive new case management systems will put Arizona's courts in a proactive position to enable the greatest opportunity for new systems to succeed.

Initially the data standards lead will be primarily focused on staffing the Data Standards Oversight Committee. As new systems are implemented the role of this person will evolve to providing the necessary expertise and support necessary to help the committee in making sound decisions regarding implementing codes to support business practices.

The data standards specialist will take direction from the data standards lead with regard to what needs to be entered into the case management systems in order to support the courts. This person will be responsible for a great deal of data entry requiring detailed tracking of information and good quality assurance procedures.

### Data Standards Lead

Timing: Hire Immediately

#### *Duties*

- ◆ Staff the data standards oversight committee including the documentation, maintenance and distribution of policies.
- ◆ Research issues related to the standardization of business practices and codes in order to assist the committee in determining what the possible options are in each situation.
- ◆ Coordinate efforts coming out of existing code standardization committees with the evolving needs for new codes not addressed by those committees (i.e., legislative, interpretive changes)
- ◆ Become acquainted with problems in current case management systems related to code maintenance and practices and feed this information into the committee for consideration to prevent similar problems in new case management systems.
- ◆ Establish procedures for tracking and resolving business practice standardization issues that emerge from limited or general jurisdiction courts and impact codes.
- ◆ Work to coordinate the interpretation of statute, rule, administrative orders and local ordinances to reach business decisions allowing all relevant fields associated with codes that need to be added, modified or deactivated (i.e., a new charge related to computer spyware should be counted as a type of fraud or as a miscellaneous offense; should a false report of spousal rape carry the weight of a domestic violence charge when reporting to DPS)
- ◆ Establish procedures to ensure that codes are activated/deactivated in accordance with statute, rule, administrative order and local ordinances. (i.e., if a surcharge is raised from 77% to 80% on a particular date, ensuring that the 77% assessment is turned off on the appropriate date and the 80% is turned on for the appropriate date so that monies will allocate accurately).
- ◆ Establish procedures regarding recordation of the authority under which each code has been activated/modified/deactivated.
- ◆ Establish quality assurance procedures to ensure the timely and accurate entry of codes and related fields.

### Data Standards Specialist

Timing: Hire at beginning of FY07 in preparation for supporting new systems

#### *Duties:*

- ◆ Provide back up to data standards lead
- ◆ Perform data entry duties for codes and related fields that have already been determined by the lead, committee or other authorized group.
- ◆ Perform operations that ensure codes are deactivated in a timely manner in keeping with rule, statute and ordinance
- ◆ Assist with researching field settings associated with the codes.
- ◆ Maintain records regarding the authority under which each code has been modified/activated/deactivated.
- ◆ Follow quality assurance procedures to ensure that code changes are entered in a timely and accurate manner.