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Position: Director of Data Partnerships and Compliance

About the Lab

The California Policy Lab creates data-driven insights for the public good. Our mission is to partner with California's state and local governments to generate scientific evidence to help solve California's most urgent issues, including homelessness, poverty, criminal justice reform, and education inequality. We facilitate close partnerships between policymakers and researchers at the University of California to help evaluate and improve public programs through empirical research and technical assistance. CPL is a dynamic and growing organization with 35 full-time employees at UCLA and UC Berkeley and numerous faculty affiliates from six UC campuses and over 20 other academic and research institutions across the country. CPL is extramurally funded by federal and foundation grants supporting over 100 research projects.

CPL recognizes the value of having a diverse staff at all levels of the organization. We are looking for equity-minded applicants who represent and understand the diverse racial and ethnic, gender identity, sexual orientation, educational, socioeconomic, cultural, and disability backgrounds present in California. When you join our team, you can expect to be part of an inclusive and equity-focused community.

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. UC Nondiscrimination & Affirmative Action Policy.

The role

The California Policy Lab (CPL) is a cutting-edge center focused on quantitative social science research. At the heart of CPL is our secure data enclave where we host and link together administrative data provided by California government agencies. CPL is seeking a Director of Data Partnerships and Compliance (the DPC) who is a technical leader with advanced knowledge of data privacy, data use agreements, and compliance to serve as a technical advisor to CPL leadership. This person will lead all aspects of our data sharing partnerships, including contract negotiations, compliance, and data privacy oversight. This is a senior role located at CPL's UCLA site and will report to CPL leadership at its UCLA and UC Berkeley sites. The role collaborates with campus lawyers and advises full-time staff at both sites as well as the ever-expanding number of faculty and researchers affiliated with CPL (currently over 200 researchers at 29 institutions). Both the role of CPL and the role of the DPC are unique within the University of California system and provide an advance, streamlined solution for access to data for research. In recognition of this unique role, CPL was awarded two University of California Office of the President Multicampus Research Programs and Initiatives (MRPI) grants.

The DPC will advance and oversee CPL's commitment to data privacy and facilitate research interests of the faculty affiliates. Specifically, the DPC will work with CPL's government partners to negotiate and execute data sharing agreements, facilitate the timely delivery of data, and protect and maintain external research and agency relationships for our continued work. The DPC will manage CPL's current 27 master data use agreements and 114 project-level data use agreements and advise faculty and staff on university, local, state and federal laws and policies that govern CPL's research and data management. The DPC will also develop and implement data privacy and usage policies, monitor compliance with the terms of data sharing agreements, develop and implement training on data use and data privacy policies, and collaborate with CPL IT to maintain compliance of the secure data enclave. The DPC will also provide IRB and research compliance oversight for the protection of human subjects in research.

The role requires advanced technical skills in data privacy, compliance, and contracts that support a large and growing research infrastructure.

Responsibilities:

A. **External data partnership development, negotiation & strategy (45%)**
- Develops, implements, and manages CPL's strategic plan to develop data sharing partnerships to support the research goals of CPL and its government partners.
- Serves as the technical expert and advisor to CPL leadership and faculty on university, local, state and federal policies, contracts, and laws that govern data privacy, compliance, and the use of government administrative data
- Exercises judgment in identifying compliance and data privacy issues that are presented by CPL's unique model and its Secure Data Hub
- Researches and advises on emerging and novel legal and compliance issues that affect CPL and its partners
- Responsible for 141 data sharing agreements between CPL and external partners, including negotiation of legal terms, compliance monitoring, and the data intake and storage processes.
- Communicates with CPL senior staff and affiliated faculty about how to resolve data sharing negotiations and data privacy issues, including the requirements of external partners and regulatory agencies
- Serves as CPL's technical expert and representative with CPL's governmental agency partners, and assists in maintaining relationships with current and new data sharing partners.
- Works with affiliated researchers and CPL partners to specify what is needed to complete requests or secure approvals from data owners (this includes IT security checklists, letters of support, statements of work, and external IRB processes).
- Maintains copies of executed agreements and tracks/documents receipt of requested data.
- Develops and maintains systems to track data holdings and proactively works with researchers and agencies to update CPL's data holdings.
- Serves as an internal resource to all researchers and affiliates to advise on processes and procedures for obtaining access to data assets hosted on the Secure Data Hub.
- Represents privacy compliance program with prospective and current data sharing partners as needed.

B. **Internal systems and processes for data access, use, compliance and risk management (45%)**
- Initiates, designs, and updates CPL's data sharing, data privacy and compliance procedures, policies, and guidelines
- Develops in-person and online training materials to advice CPL staff and faculty affiliates on data privacy and compliance issues, including customized training specific to the terms of data use agreements
- Develops and monitors policies and procedures, including internal assessments and audits, for ensuring compliance with the terms and conditions of data sharing agreements, MOUs, IRB protocols, or other agreements regarding permissions to use or store data.
- Monitors data sharing agreements and tracks projects to ensure data agreements and data use are in compliance with contract terms.
- Uses advanced expertise to develop data sharing agreement templates, consults with University and CPL leadership and staff to understand risk tolerance and negotiate terms, tracks negotiated and executed agreements within CPL and University systems.
- Leads investigation and documentation of potential instances of non-compliance, in collaboration with IT Manager and CPL leadership.
- Works with IT Manager and CPL leadership to ensure data are being used securely, correctly, consistently, and collaboratively and policies are communicated to staff.
- Works with external researchers or affiliates seeking to use data housed at CPL's Data Hub for their research; develops, implements, and manages contractual and compliance mechanisms and protocols for sharing data with cooperating researchers; oversees completion of new data sharing agreements, ensuring compliance with existing data sharing agreements.

C. **IRB training and compliance (10%)**
- Develops IRB policies and procedures for new protocols, and conducts trainings for all new staff.
- Serves as internal IRB expert, advises on best practices, and works with UC Berkeley and UCLA IRB coordinators to track compliance for all IRB protocols.

Qualifications

Education
Bachelor's degree required, preferably in the social sciences, public policy, business, law or another relevant field. J.D. preferred; advanced degree in the social sciences, public policy, business acceptable.

Experience
Minimum of 7 years of experience required.

Required Competencies
- Demonstrated self-discipline and independent judgment in completing complex and broadly defined tasks

- Advanced knowledge of and ability to research and stay abreast of data privacy, compliance and data use agreement policies and concepts
- Experience in negotiating and reviewing data sharing agreements and/or contracts with similar terms
- Advanced knowledge of research design for the purpose of reviewing researchers' data use requests and data owners' compliance terms
- Exceptional interpersonal skills, including the ability to build and maintain strong relationships with appropriate University and public agency personnel
- Strong proficiency in public speaking and writing
- Problem-solving skills
- Strong attention to detail with good organization skills
- Ability to manage multiple, concurrent projects
- Ability to maintain confidentiality

Preferred Competencies
- Experience working with governmental agencies
- Experience working in an academic or think-tank environment
- Knowledge of emerging or novel data privacy issues
- Familiarity with IT security practices

Salary & Benefits
This is full-time position. Salary is commensurate with experience. The hiring range for this position is $85,000 - $110,000 annually. For information on the comprehensive benefits package offered by the University visit: https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html.

To apply
All applicants must apply online at UCLA Career Opportunities using requisition number 35202.