

Roles and Responsibilities to Support Data Management in the Bureau of Land Management (BLM): Key to the Matrix

Abbreviations

Data Admin = Data Administrator

DBA = Database Administrator

Mgr = Manager

Supv = Supervisor

Definitions

R = Responsible = Accountable for providing approved funding and personnel resources to successfully execute a data management activity. Accountable for budget expenditures and the decisions and performance of the project lead. Bears overall managerial accountability for success of data management activities.

L = Lead = Accountable for successful execution of an approved data management project or activity, within the time, cost, and staffing constraints contained in project planning documentation. Accountable for periodic reporting and progress assessments. Accountable for the quality of the product and for ensuring adequate coordination and consultation with affected parties inside the BLM and external to the Bureau.

S = Support = Provides assistance to the data management activity at hand per agreement with the Lead. Typical support tasks may include, among others, the following:

- Participate in the team, for planning, analyzing, writing, presenting, and documenting the project/activity;
- Review team products;
- Advise the team on subject matter issues and other areas of expertise, and
- Coordinate within and external to the BLM (e.g., National Data Steward coordinates with, but does not direct, a State data standard effort.)

Roles and Responsibilities to Support Data Management in the BLM

	Develop/Issue Bureau Data Policy	Evaluate Data Management Practices in BLM	Develop Bureau Strategic Data Plans	Develop Bureau Data Standards	Implement State/Center Data Standards	Create Business Rules	Implement OAGC Processes/ Procedures and Evaluate Data Usability	Develop and Implement Strategic Plans	Create and Maintain State/Center Data Policy and numeric)	Manage Metadata (FGDC Spatial and Alpha-numeric)	Manage FGDC Spatial Metadata (FGDC Spatial and Alpha-numeric)	Establish Data Sharing Agreements	Administer Data Migration Security	Manage Data Store Infrastructure	Determine Data Architecture	Apply Best Management Requirements	Conduct Data Modeling/ Data Analysis (define data entities and relationships between data entities)	Manage Data Documentation	Prepare/Develop/Implement Procedures for Archiving, Backing Up and Restoring Data	Install and Support the RBDMs and Client Software	Provide Adequate Resources for Archiving	Accountable for Data Content	Accountable for integrity/quality of business data they create/update		
NATIONAL ROLES																									
Assistant Director	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R	
CIO	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R	
IRM Advisor/ Portfolio Mgr	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R	
Records Administrator				S		S						L											R	R	
BLM Data Administrator	L	L	L	S	S	S	S	S	S	S	L	S	L	S	S	S	S	S	S	S	S	S	R	R	
Program Lead	S		S	S	S	S	S	S	S	S			S				S					S	R	R	
Data Steward	S		S	L	S	S	L	S	S	S			S				S					S	R	R	
SCO Data Manager	S	S	S	S	S	S	S	S	S	S	S		L	L	S	L	S	L	S	L	S	S	R	R	
Data Architect (Modeler)		S		S	S	S	S	S	S	S	S		S	S	S	S	L	S					R	R	
Data Analyst		S		S	S	S	S	S	S	S	S		S	S	S	S	L	S					R	R	
Group Manager/Supv	S			S	S	S	S	S	S	S		S	S				S				S	R	R	R	
Project Manager					S	S	S	S	S	S						L	S	S	S			S	R	R	
STATE/CENTER ROLES																									
Director/Supv				S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R	R
CIO				S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R
Data Administrator	S	S	S	S	S	S	S	S	L	S	L	S	S	S	L	S	S	L	L	L		S	R	R	
Database Administrator									S	S	S		L				S			L	S		R	R	
Program Lead				S	S	S	S	S	S	S			S	S			S	S				S	R	R	
Data Steward			S	L	S	L	L	S	S	S		S	S			S	S					S	R	R	
Data Architect (Modeler)					S	S	S	S	S	S			S	S		S	L						R	R	
Data Analyst					S	S	S	S	S	S			S	S		S	L						R	R	
System Administrator												L								S	L		R	R	
Records Administrator				S		S		S				L							S				R	R	
GIS Manager	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R	R
Project Manager					S		S	S	S						L	S	S					S	R	R	
Resource/Program Specialist				S	L	S	S	S	L	S		S			S	S						S	R	R	
Resource/GIS Specialist	S		S		S	L	S	S	S	L	S				S	S						S	R	R	
FIELD OFFICE ROLES																									
Manager/Supv			S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	R	R	R
Program Lead			S	S	S	S	S	S	S	S			S			S	S					S	R	R	
Data Admin/DBA			S	S	S	S	S	L	S	S		L	S	S		S	S	S	S	L	S		R	R	
Data Steward			S	S	S	L	S	S	S	S			S			S	S						R	R	
Project Manager					S		S	S	S						L	S	S					S	R	R	
Resource/Program Specialist				S	L	S	S	S	L	S		S			S	S						S	R	R	
Resource/GIS Specialist	S	S	S	S	S	L	S	S	S	L	S				S	S	S					S	R	R	

L=Lead Responsibility
R=Responsible
S=Support