**Roles and Responsibilities**

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| --- | --- | --- |
| Role | Description | Salt Lake City Staff |
| Executive Support | Executive level support and encouragement of the open data process is critical to gaining buy in citywide. The Mayor and Chief of Staff need not be engaged all the time, however, it is extremely valuable for he or she to publicly announce a new open data program or policy, as well as provide encouragement and support to the City’s open data leadership team. | Mayor  Chief of Staff  Dep Chief of Staff  CFO  CIO |
| Strategic Alignment | Responsible for overall program leadership; ensures alignment with overall city and administration goals; creates accountability for department heads and delegated departmental staff; helps set and approve priorities for data releases; reports to Chief of Staff | Open Data Program Manager  Communications Director |
| Legal Strategy | Assists in developing policy and guidance materials for releasing datasets; develops terms of service and licensing for data access and usage; helps resolve legal considerations for complex datasets; connects dataset publishing to freedom of information requests. | City Attorney’s Office |
| Communications Strategy | Ensures public datasets have messaging consistent with other city goals and programs; assists other senior executives with potential responses to public input on published datasets; oversees public engagement activities and events. | Communications Director  Open Data Program Manager |
| Technical Operations | Oversees the technical aspects of open data, such as maintaining the public data catalog, extracting data from internal IT systems, and ensuring public data is kept up to date. | Open Data Program Manager  Database Administrator (?) |
| Data Coordinators | The person or team in a department who uses the data to carry out their daily business, Data Coordinators work with the program manager, data analysts and others to ensure the publicly released data is accurate, well documented, and up to date. | Existing Data Coordinators in each department |

Open Data Governance Committee

The role of the Data Governance Committee is to develop and approve city policies pertaining to the Open Data Program and oversee the strategic plan and goals that guide Salt Lake City’s identification, publication and use of open data.

The Data Governance Committee will meet semi-annually to review progress of the Strategic Plan and consider additional goals to achieve the Open Data mission.

**Team Composition**

|  |  |  |
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| Margaret Plane | Attorney | City Attorney |
| Julio Garcia | Human Resources | HR Director |
| Mary Beth Thompson | Finance Department | CFO |
| Greg Daly | IT | CIO |
| David Litvak | Mayor's Office | Deputy Chief of Staff |
| Cindi Mansell | Attorney | City Recorder |
| Vicki Bennett | Sustainability | Sustainability Director |
| ? | ? | Open Data Manager |
| Laura Briefer | Public Utilities | Director |
| Jennifer Bruno | City Council | Deputy Exec. Dir |
| Matthew Rojas | Mayor’s Office | Communication Director |
| Dave Askerlund | Police Department | Deputy Chief of Police |

**Open Data Leadership Team**

The primary function of the committee is to vet information proposed to be published to ensure the data provides an accurate statement of the facts, does not violate privacy, and does not compromise personal or public safety concerns. Additionally, the committee will look at the specific data sets to reduce or eliminate the City’s exposure to unacceptable risk or liability.

Responsibilities. The mission of the committee is to provide oversight regarding the information that will be published on the Open Data Portal.

1. Technical feasibility. Can the data reasonably be modeled in a way that makes it useful and does not present erroneous or distorted interpretations of the data?
   1. IMS will designate the appropriate personnel to cover the technical aspect of extracting and modeling the data.
   2. Department representatives will be responsible for ensuring the accuracy of the data and that it is presented in a useful way.
2. Privacy. Information in City data sets may contain sensitive information that is protected by federal, state, or local law.
   1. The Attorney’s Office will provide legal input regarding federal, state, or local laws relating to privacy.
   2. The HR Department will provide input to ensure that data sets proposed to be published do not contain elements that may compromise the personal information of employees or constituents.
3. Personal Safety. Information contained in City data sets could be used to in such a way that might compromise the personal safety of employees, victims of crime, witnesses to crimes, or other scenarios.
   1. The Attorney’s Office will provide legal input regarding federal, state, or local laws relating to personal safety.
   2. The representative of the department owning the proposed data set will be responsible to that ensure the information contained in the data set does not release information that could be used to compromise the personal safety of any individuals, groups, or organizations.
4. Public Safety. Information contained in City data sets could be used to in such a way to compromise the safety of the residents, businesses, and visitors to the City or to disrupt City services.
   1. The Attorney’s Office will provide legal input regarding federal, state, or local laws relating to public safety.
   2. The representative of the department owning the proposed data set will be responsible to ensure that the information contained in the data set does release information that could be used to compromise public safety or to disrupt City services.
5. Risk Management. Publishing certain data sets or specific elements in those data sets may expose the City to unacceptable levels of liability.
   1. The Attorney’s Office will provide legal input regarding federal, state, or local laws relating to City liability.
   2. The representative of the department owning the proposed data set will be responsible to ensure that the information contained in the data set is accurate.
   3. The representatives of the Mayor and Council will provide input the Administration’s and the City Council’s position on the specifics of the data and direction to the committee on the matter.
6. Prioritization. To help ensure the best use of City resources, the committee will be responsible for prioritizing which specific data sets will be published. As data sets are identified, they will be assigned a priority by the committee.

**Team Composition**

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| --- | --- | --- |
| ? | ? | Open Data Manager |
| Nick Kryger | Public Utilities/GIS | GIS/IT Manager |
| David Herrmann | Fire | Communication & Technology Manager |
| Mark Cryder | Police | Police Sergeant |
| Jessica Weaver | HR | Human Resources System Analyst |
| Kimberly Chytraus | Attorney | Attorney |
| Cindi Mansell | Attorney | City Recorder |
| Aaron Bentley | IT |  |
| Kevin Bell | IT/GIS |  |
| Brad Zaba | Engineering/GIS | GIS Group and Program Manager |
| Nole Walkingshaw | Community and Neighborhoods |  |
| Todd Loveday | Public Services | Technology Consultant 3 |
|  | Transportation |  |
|  | Sustainability |  |
| Pam Perlich | University of Utah |  |
| Jennifer Seelig | Mayor’s Office | Com. Engagement Mgr |
| Ben Luedtke | City Council Office | Constituent Liaison |

**Data Champions**

Data Champions are front line employees who use data as part of the duties or have indicated an interest in learning more about data analytics and science. Data champions may receive training to enhance their capabilities. Data Champions may become the point person (s) within their department, division, team and/or work group to request new data sets, retrieve data to assist in analysis and identify performance measures. The number of Data Champions is unrestricted at this time.

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|  |  | Open Data Manager |
| Amberly Crowford | Police | Crime Analyst |
| Jacob Jackson | Police | Crime Analyst |
| Preston Rock | Public Services | Program Support Coordinator |
| Richard Rutledge | Finance | ERP Systems Administrator |
| Brandon Fleming | Public Services | Office Facilitator & GIS Coordinator |
| Long Doan | IT | DBA/Software Engineer |
| Khang Bui | IT | Software Engineer |