

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Career Executive Assignment (CEA), level B	Working Title Deputy Director
Employee Name Vacant	Position Number 791-750-7500-501
Project/Division Name Child Welfare Digital Services (CWDS) Division	Supervisor's Name Brian Wong
Unit Click here to enter text.	Supervisor's Classification CEA, Level C
Physical Work Location 2870 Gateway Oaks, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>) </p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>The Deputy Director, Child Welfare Digital Services (CWDS) Division provides executive leadership and direction to the Child Welfare Services/Case Management System (CWS/CMS) and the Child Welfare Services-New System (CWS-NS). The CWDS program provides services to abused and neglected children, children in placement and their families. In order to effectively protect California's at-risk children and preserve families, a multi-agency, collaborative service approach supported by a comprehensive case management system is required. The case management system must provide data exchange with other systems, support evolving mobile computing devices, and have enhanced and expanded operational functionality to meet CWS business needs and federal Statewide Automated Child Welfare Information System (SACWIS) requirements. The CWS-NS project will benefit the same end users and at-risk Californians as listed in the CWS/CMS description, however the new case management system will provide data exchange with other systems, support evolving mobile computing devices, and have enhanced and expanded operational functionality to meet CWS business needs and federal requirements. The new system must have robust case, process, and outcome data reporting capability to ensure state and county-level analysis for program monitoring, evaluation, and policymaking.</p> <p>The Deputy Director's scope of work includes managing stakeholder involvement and representing OSI with the Legislature, governmental, public, and private agencies as well as testifying in legislative hearings. The CWDS Division IT systems are used by tens of thousands of county child welfare workers who protect the health and safety of California's vulnerable and at-risk children. As such, the projects are subject to significant public, media and legislative scrutiny. The incumbent must understand the criticality of the relationships between budgets/fiscal operations and all aspects of administrative operations, e.g., development of complex spending plans, tracking of critical contractual term dates, creation of successful Feasibility Studies and Budget Change Proposals, and Legislative analyses of proposed legislation.</p> <p>Under the general direction of the Directorate, {Chief Deputy Director (CEA, Level C) and the Director (Exempt)}, the Deputy Director performs the following duties and responsibilities:</p>	
Percentage of Duties	Essential Functions
35%	Oversee all planning, development, implementation, maintenance and operation activities, in cooperation with federal, state, county and agencies, for the Child Welfare Digital Services (CWDS) Division. Provide executive leadership over the day-to-day operations of the CWDS Division. Plan, organize, and direct the work of professional state, consultant and vendor employees that work directly with the CWS Division. This

	includes the Maintenance and Operations of the legacy Child Welfare Services Case Management System (CWS/CMS), with an annual operating budget of \$93 Million. It also includes management of the Child Welfare Services New System (CWS-NS) Project, which is identified by CalTech as one of California's top ten largest IT projects. The estimated project budget is approximately half a billion dollars, and the resulting new system is being developed to modernize and transform California's ability to provide child welfare services.
35%	Oversee the development and implementation of sensitive, complex and critical automation policies and procedures, and the development of processes, standards, and procedures to develop, maintain, and operate Project systems more efficiently and effectively. Ensure timely and cost-effective system implementation and operation and continually evaluates processes for future policy and procedure revisions.
25%	Represent the CWDS Division with stakeholders, including state and federal and county government agencies, vendors and users of the systems. Manages stakeholder involvement in the projects and ensures timely and complete communication of status and issues. Testifies at legislative hearings for the CWDS Division. As a member of the OSI executive management team, participates in planning and policy development for the Office, and assists the Directorate in formulating policy that directly impacts OSI.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Constant (76-100%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other: <i>Click here to enter text.</i>	
Type of Environment: a. Office b. Select	
Interaction with Public: a. N/A b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (<i>e.g., Directly – 1 Information Technology (IT) Supervisor II; Indirectly – 5 Information Technology Associates</i>) Directly – 4 IT Manager IIs, 1 Executive Assistant Indirectly – 8 ITM Is, 9 IT Supervisor IIs, 8 IT Specialist IIs, 52 IT Specialist Is, 10 IT Associates, 1 Staff Services Manager (SSM) II, 2 SSM Is, 1 SSM I, 7 Associate Governmental Program Analysts, 1 Staff Services Analyst, 2 Office Technicians (Typing)

6. SIGNATURES

Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.	
Employee's Name (Print)	
Employee's Signature	Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.	
Supervisor's Name (Print)	
Supervisor's Signature	Date

7. HRD USE ONLY

Human Resources Division Approval

Duties meet class specification and allocation guidelines.

HR Analyst initials

Date approved

Exceptional allocation, 625 on file.

MG

10/20/2020

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE