

**California Department of Food and Agriculture
Office of Information Technology Services
Career Executive Assignment, Level B
Agency Information Officer
Duty Statement**

I. Program/Position Identification

The Office of Information Technology Services (OITS) provides centralized oversight for the Local Area Network and Wide Area Network (LAN/WAN) systems and is responsible for the development, codification, and distribution of all Department Information Technology (IT) policies, standards, practices and procedures and coordinates and prepares all mandated IT reporting requirements. Additionally, OITS provides leadership for the IT Strategic Initiative and coordinates the review and approval of IT initiatives and IT procurement requests.

Under the administrative direction of the Deputy Secretary of Administration and Finance, the Agency Information Officer (AIO) proactively provides leadership and guidance for the Agency's enterprise IT program operations. The AIO manages a large, complex IT operation including automated systems and applications. The AIO participates in the development of CDFA strategic and policy direction and is responsible for the day-to-day development and implementation of, and enhancements to CDFA's IT applications, systems, enterprise architecture and infrastructure in support of the business strategic plan and direction. Also, per California Government Code 11546.1, the AIO has an indirect reporting relationship to the State Chief Information Officer (CIO).

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Incumbent's Name:	Vacant
Classification:	Career Executive Assignment, Level B
Working Title:	Agency Information Officer
License or Other Requirement:	None
Position Number:	018-015-7500-001
Division/Branch/DAA:	Executive/OITS
Location:	1200 N Street, Sacramento, CA 95814
Date Prepared:	December 2020
Work Hours/Shift:	Full-Time

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: Policy Oversight and Strategic Planning **50%**

- Develop a vision and provide leadership for developing and implementing enterprise policies and administrative guidelines, practices, and standards for information technology polices and project activities, ensuring proper analysis, business integration planning, information security, and application development and support.
- Participate in establishing and maintaining CDFA's IT Strategic Plans and policy direction. Advise the Executive Team, individually and collectively, on IT policy formulation and implementation, and in the identification and resolution of key policy and operational issues affecting IT operations.
- Provide presentations on initiating and implementing statewide IT policy initiatives.
- Convene work teams with CDFA executives and program managers, other state and federal departments, the Legislature, and local governmental agencies to assess IT needs, establish priorities, develop a project plan, and identify and assign resources.
- Represent CDFA at various statewide forums/organizations that address the State's information technology issues and statewide policy (i.e., IT Council, Department of Technology Customer Council meetings, California Government Enterprise Network Board meetings, Statewide Enterprise Leadership Committees, and the National Association of State CIOs).

Function #2: Administration/Management **45%**

- Plan, organize, lead and control CDFA's IT program operations. Manage supervisors and managers, and a number of independent contractors in the development and implementation of technology to meet customers' needs.
- Direct the planning and implementation of enterprise IT systems in support of business operations to improve cost effectiveness, service quality and business development.
- Responsible for designating and Supervising an Agency Information Security Officer to oversee and monitor all Information Security policies at CDFA and ensure they are in sync with those policies established by the State Information Security Officer.

- Responsible for CDFA's application development, public facing and internal websites, Security, network and production support, project management office, client/customer services, telecommunications, enterprise architecture, database administration, implementation support, change management, quality assurance and testing, and client server applications functions.
- Develop staff and management skill-sets by working through subordinate managers; ensure effective staff development, performance management and appraisals, and provide staff feedback.
- Advise management, staff and clients on matters regarding IT trends and best practices of enterprise services solutions to maintain operational readiness and to continuously prepare for future technologies.

B. Non-Essential Functions:

Function #1 - Miscellaneous duties

5%

- Perform other job-related duties as requested by supervisor.
- Act as a Skelly Officer, as needed.

III. Work Environment

The duties of this position are primarily conducted indoors. The employee's work in an office environment equipped with standard office furnishings, a computer, a telephone with voice-mail, and stationary filing drawers.

Travel by vehicle, air, and/or other public transportation system may be required for in-state, out-of-state, and out-of-country destinations.

IV. Other Information

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

V. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

Employee Signature² Date

Supervisor Signature Date

Print Name

Print Name

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change you will be provided a revised duty statement to sign.