

Department of Toxic Substances Control



Position Duty Statement

Classification Title	Department
Career Executive Assignment B	Toxic Substances Control (DTSC)
Working Title	Office/Unit/Section/Geographic Location
Chief Information Officer	Office of Environmental Information Management/Sacramento
Position Number	Effective Date
810-250-7500-016	January 6, 2021

DTSC's is committed to core values of diversity, equity, and inclusion at all levels of the organization and to fostering an environment in which employees from a variety of backgrounds, cultures and personal experience are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission to protect California's people and environment from the impact of harmful chemicals.

A. General Description:

As a member of the executive leadership team and under the general direction of the Chief Deputy Director, the Deputy Director/Chief Information Officer (CIO) has executive leadership responsibility for the planning, development, implementation, administration, and assessment of DTSC's policies, programs, and procedures for the Office of Environmental Information Management (OEIM). The Deputy Director/CIO provides high-level policy design and oversight for all DTSC information technology (IT) services, data programs, and analytics.

The Deputy Director/CIO acts as the liaison to top level managers, the Legislature, the Governor's Office, and state, federal, and local governmental agencies. The Deputy Director/CIO collaborates with other Deputy Directors to participate in directorate-level strategic planning to evaluate and recommend policy and program direction, ensure compliance with legislated program mandates, and manage staff in the development of policies for DTSC's IT services and analytics associated with the delivery of DTSC's diverse programs.

The Deputy Director/CIO is responsible for ensuring that DTSC's IT operations comply with all state IT mandates and policies. The position is also responsible for ensuring the integrity and availability of information about DTSC's program analytics and deliverables. The Deputy Director/CIO plans, manages, and directs the work of the Information Security Office (ISO), the Business Technology Office, and the Systems and Software Engineering Program.

Specific duties include, but are not limited to:

B. Specific Activities: Essential (E) / Marginal (M) Functions:

35% (E) Business Process Automation/Technology Support

Exercise management responsibility and provide policy direction to ensure the most effective and innovative use of technology and data resources and to identify technological solutions to office automation, application development, and systems analysis. Develop and maintain policies and procedures that ensure the security of all data. Oversee administration of local area network operations, system software installation and maintenance, wide area network administration, DTSC's E-Manifest System, Internet/Intranet development and administration, telephone systems, and user support services. Provides oversight and project status reports on the Department's IT project portfolio.

Ensure the most effective collection, analysis, and reporting methods to provide timely data on California's cleanup, hazardous waste management, and safer consumer products programs. This includes consulting with external stakeholders and representatives of the Governor's Office, DTSC's Director/Chief Deputy Director, and proposing, analyzing, and recommending policy with respect to these areas.

Recommend strategies to meet IT policy requirements of the California Department of Technology (CDT) framework for Enterprise Architecture and CDT's strategic plan for overall direction of IT in the state. Specify strategies to align technology services with data and analytics resources to realize DTSC data as a strategic asset for the Department.

Provide executive level evaluation and recommendations for developing and implementing DTSC data collection, analysis, and reporting standards to meet the state's open data policies. Represent and participate in DTSC governance and related data initiatives and other Agency-wide shared services initiatives. Responsible for implementing any legislative changes.

30% (E) Technology and Data Management Planning

Exercise management oversight and provide policy direction for the performance of the following essential functions and services for DTSC's internal and business users:

Oversee strategic operational plans, project portfolio management, and business analysis.

Oversee the management and direction of enterprise IT services, including architecture and infrastructure, platforms and development operations, system solutions, business intelligence, and digital services.

Oversee the development of a governance plan to manage data services, analysis and public reporting, including stakeholder engagement and customer support, data request processing, analytical data services, and data product design.

Develop an OEIM strategic plan for maintaining and improving business processes that effectively support DTSC's mission; manages implementation of the IT components of the DTSC Strategic Plan, including recommending and developing information technology systems, preparing business analysis reports, overseeing procurement of equipment and services, and providing reports and updates to control agencies on a variety of IT matters and projects.

10% (E) Personnel Management

Plans, organizes, directs, and provides managerial review of the work performed in the OEIM staff. Implements staff development strategies through training, team building, coaching, mentoring, and providing regular and timely written performance appraisals. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies on all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

5% (E) Budget Administration

Administers the Department's IT budget as well as OEIM's operating budget. Ensures all expenditures are appropriate and within budget allotments. Develops an annual IT budget for DTSC. Identifies opportunities for cost savings. Regularly reviews budget projections. Prepares and reviews Budget Change Proposals. Briefs legislative staff and control agencies on budget proposals. Attends budget hearings as necessary.

5% (E) CalEPA CIO Support

Assists in the development of enterprise architecture policies and procedures to evaluate business processes, operational programs and IT resources for CalEPA and its boards, departments, and offices (BDOs). Ensures compliance with policies and standards through oversight of department information technology. Collaborates with other CalEPA departments on the development of a "Best Practices" framework to conform to California Department of Technology directives and provides standard and repeatable processes to be utilized throughout every IT project's life cycle.

5% (E) DTSC Representation and Communication

Represents DTSC on statewide IT issues. Represents DTSC at the CalEPA Governance Board on enterprise architecture, rationalization, standardization, and consolidation of information technology applications, assets, infrastructure,

data and procedures. Provides consultation and advice on data processing civil service classification reforms, serving on committees, attending conferences, and taking part in any other forum pertaining to the State's information systems policy formulation.

5% (E) Administrative Duties

Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date.

5% (M) Other Related Duties

Performs other related duties including, but not limited to, attends meetings and public hearings.

A. Supervision Received

The CIO reports directly to and receives most assignments from the Department's Chief Deputy Director. However, direction and assignments may also come from the Director, other DTSC Deputy Directors, the CalEPA Chief Information Officer and the California Department of Technology.

B. Supervision Exercised

The position directs the activities of the Office of Environmental Information Management which consists of approximately 75 professional level staff including, but not limited to, Data Processing Managers, System Software Specialists, Senior/Staff Programmer Analysts, Assistant/Associate/Staff Information Systems Analysts, Research Program Specialists, Associate Governmental Program Analysts, Staff Services Analysts, Office Technician (Typing), Assistant Information Systems Analysts, and Information Systems Technicians.

C. Administrative Responsibility

The CIO has broad authority to plan, organize, and direct IT activities and identify IT solutions that address DTSC's business needs. The CIO establishes policies and procedures that affect DTSC programs and staff and ensures the most effective IT, business technology and information security practices are in place to meet current and pressing business needs of the Department. The CIO performs the full range of supervisory and management duties, including, but not limited to: interprets and adhere to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices; provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitors employee performance and, if necessary, utilize progressive discipline principles and procedures; completes personnel

documentation and utilize competitive hiring process; approve or deny administrative requests including leave, overtime, travel, and training.

D. Personal Contacts

The CIO works with top management staff of other state agencies information technology vendors, contractors and consultants. The CIO is in frequent daily contact with a variety of individuals, in- person, over the telephone, and via email.

E. Actions and Consequences

Failure to perform the duties of the CIO will have a direct impact on the critical operational functions of the Department. The CIO provides overall policy advice and direction on emerging software application, standardization, training and support; evaluation, acquisition and implementation of emerging network technologies and practices. This position serves as the Department's authority on information technology issues provides leadership and guidance on critical initiatives. The CIO position is responsible for providing guidance and oversight to various mission-critical projects. Finally, the CIO has responsibility for ensuring the security of all data maintained on its systems.

F. Functional Requirements

The CIO works in a high-rise building near with other employees and will use typical office equipment such as telecommunications equipment and multifunction devices. Computer work is not typically heavy or repetitive. Occasional travel is required.

G. Other Information

The CIO must have the ability to handle sensitive and confidential materials/matters; establish cooperative working relationships, and effectively communicate with staff at all levels both within and outside DTSC to complete work assignments. The CIO must also understand the different functions of DTSC and other State and local agencies and how they relate to each other; reason logically, analyze information to reach accurate and defensible conclusions and resolve complex problems, and clearly communicate those conclusions; and understand and apply DTSC's Equal Employment Opportunity policies and procedures. Additional expectations include the ability to:

- Demonstrate a commitment to perform duties consistent with DTSC's mission, vision, and core values.
- Demonstrate a commitment to the equal employment opportunity program and maintain a work environment free from discrimination and sexual harassment.
- Adhere to all DTSC and state policies and procedures.
- Demonstrate a commitment to represent DTSC in an ethical manner and with respect, professionalism, and integrity.
- Willingness to take calculated risks and embrace new challenges with passion and energy.
- Demonstrate ability to identify resources and allocate them effectively.

- Ability to plan strategically, set realistic goals, and measure performance outcomes.
- Ability to develop strong partnerships and collaborate across all DTSC programs as well as the Board, Departments, and Offices under CalEPA to identify best practice solutions.
- Ability to communicate effectively, orally and in writing, with representatives from all levels of government, the public, Legislative, and Executive Branch.
- Possess essential personal qualifications, including integrity, initiative, dependability, good judgement, accountability for self and entire team, and the ability to work cooperatively with others.
- Ability to proactively and creatively problem solve and facilitate effective coalition building.
- Represent the Department effectively before the Legislature, control agencies, local governments and other state agencies on policy level issues and develop cooperative working relationships with representatives from all levels of state government and stakeholders.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the supervisor).

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revision Date: 01/06/2021 PV