



# Duty Statement

Current     Proposed

<b>Classification</b> C.E.A Level C	<b>Office/Department</b> Office of Digital Innovation
<b>Working Title</b> Head of Strategy/Ops/Procurement	<b>Unit/Section</b> Operations and Procurement
<b>Position Number</b> 374-100-7500-002	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> July 1, 2021

### General Statement

(1-4 sentences)

Under the administrative direction of the Chief Deputy Director, the Head of Strategy/ Ops/Procurement serves as a member of the department’s executive management team. The CEA will be responsible for identifying new policies, or changes to existing policies, that are needed to improve how state government and ODI apply digital innovation to enhance service delivery, increase equity, meet the public’s evolving needs and rethink and improve how the state buys digital services. They will lead the development and implementation of priorities, policies, and practices pertaining to strategic, operational and procurement functions within ODI.

### Job Functions

#### Essential Functions

%	Description
35%	Identifies new state policies, or changes to existing policies, that are needed to improve how state government applies digital innovation to meet the public’s evolving needs and enrich their experiences. Forms strong relationships with partners in departments and with control agencies, to help implement ODI strategies, plans and best practices, and to develop various policies to support

	digital innovation in the State of California, particularly in regard to procurement, HR and technology. Identifies and works through policy and regulatory roadblocks that impede Californian-focused digital service delivery within the operations and procurement spheres. Offers strategic and tactical advice to leaders in government agencies and departments. Leads the development of publications related to procurement and operations from change agents across state government. Confers regularly with key government/public and private officials and top experts across relevant fields.
30%	Works with the Director and Chief Deputy Director to develop and communicate a clear vision and strategy for ODI. Interprets and implements existing policy that is being used by the State. Coordinates relevant policy development and implementation within ODI for activities from discovery through product delivery. Implements operational functions directly and through subordinate staff: prepares and manages the budget; oversees DGS-CFS accounting services; manages facilities and guest experiences; implements compliant records management, including for property, travel, personnel actions and related issues; and recommends, develops and oversees the formulation and implementation of all internal technology policies/projects. Serves as Privacy Officer.
20%	Develops new policies and initiatives to meet the unique operational needs of ODI and improves how the state buys digital services. Directly and through subordinate staff, plans and executes contract and procurement activities including procurements conducted on behalf of other departments as part of digital innovation engagements. Closely coordinates external procurement with other department teams and/or control agencies. Functions as the department's Procurement and Contracting Officer.
10%	Leads a multidisciplinary team and provides inspiration, leadership and encouragement while maintaining high quality standards. Helps establish an inclusive culture of iterative, user-focused product and project development. Helps teams understand the policies and regulations that govern state activities, and the constraints and opportunities they present.

**Marginal Functions**

5%	Lead and implement other assignments as required and appropriate. Serves as Form 700 Filing policy administrator.
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**Supervision Received**

The Head of Strategy/ Ops/Procurement will report to and receive administrative direction from the Chief Deputy Director. In the absence of a Chief Deputy, this position will report to the Director of ODI.

**Supervision Exercised**

The Head of Strategy/ Ops/Procurement supervises ODI's procurement and operations staff.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. Based on departmental or operational needs, work can be performed remotely. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**Other Information**

The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Work can be performed remotely.

**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 hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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