



**YOUR EFFORTS WILL MAKE FISCAL A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Career Executive Assignment (CEA B)	DIVISION NAME Information Technology Division
WORKING TITLE Chief Information Officer (CIO) / Deputy Director	POSITION NUMBER 333-350-7500-001
EMPLOYEE NAME Vacant	EFFECTIVE DATE July 15, 2021

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the administrative direction of the Chief Deputy Director, the CEA B (Chief Information Officer (CIO)/Deputy Director), fulfills substantial information technology leadership and policy responsibilities for the Department of FISCAL (FISCAL) of significant scope, complexity and sensitivity.

The incumbent is responsible for leadership and management of information technology functions and programs relating to the support of the FISCAL system implementation. The incumbent is therefore responsible for the information technology strategic planning, policy development, goal setting, management of enterprise architecture, information security, applications services, technology and infrastructure services, and department legacy systems interfaces. As CIO, the incumbent implements FISCAL's information technology policies throughout the statewide systems, and in collaboration with other government organizations, state agencies CIOs, Office of Chief Information Officer, and California Office of Information Security on statewide information technology policies and plans.

The duties for this position are focused in all domains.

SUPERVISION RECEIVED

Reports directly to the Chief Deputy Director.

SUPERVISION EXERCISED

Directly manages five (5) Information Technology Manager II and one (1) Staff Services Analyst positions.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
30 %	<ul style="list-style-type: none">• Plan, direct, and coordinate the work of the FI\$Cal Information Technology Division (ITD).• Policy development and administration of division office's including: Product Management Office, Infrastructure and Platform Services Office, Emerging Technologies and Integration Services Office, Business Application Services Office, and Enterprise Security Services Office.• Collaborate with staff from state control agencies and departments to ensure that the FI\$Cal solution effectively meets functional and technical needs.• Ensure that FISCal business and technology vision, goals, objectives, policies and procedures are identified and met.• Direct the collaborative efforts of defining requirements, systems analysis, design, development, configuration, implementation, operations, maintenance and enhancements of the FI\$Cal solution to support the state's administrative functions.• Ensure the coordination of all intra office/section group activities within the division as well as coordinating the technology responsibilities and/or activities with the department's other primary divisions.• Provide management direction to contract staff to ensure they meet contractual obligations.• Plan for staffing and facilitation of knowledge transfer activities between the consultants and state team to ensure that state staff can support the system and continue development and implementation efforts.
30%	<ul style="list-style-type: none">• Direct efforts to acquire, implement, operate, and maintain the information technology infrastructure, including data and telecommunications network for the FI\$Cal system.• Coordinate information technology functions and activities with the California Department of Technology and other departments in support of procurement, design, implementation, operations and maintenance efforts.• Direct the effort of designing and implementing system information security requirements and policies in conjunction with the state and departmental Information Security Officers.

	<ul style="list-style-type: none"> • Direct the effort of developing the FI\$Cal Enterprise Architecture and coordinating with the State Enterprise Architecture initiatives and policies. • Ensure adherence to statewide policies and expectations. • Provide statewide information technology (IT) leadership in collaboration with control agencies and other state CIO's.
15 %	<ul style="list-style-type: none"> • Collect, define, and manage the technical, implementation, and support requirements identified by the functional business analysts and ensure they are embodied in the software solution. • Assist with validating requirements, and completing requirements decomposition and gap analysis. • Ensure that all appropriate technical documentation is developed. • Participate in the Operational Decision Making Framework processes. • In collaboration with the Business Operation and Solutions Division, identify the data conversion requirements and level of effort to ensure the successful conversion of data from the source systems to the new system.
15 %	<ul style="list-style-type: none"> • Create and maintain a working environment that increases recruitment and retention of highly qualified IT professionals, and ensures a mutual respect and collaboration between the ITD, other divisions, contractors, customers, control agencies, and other stakeholders. • Develop short- and long term technology budget plans consistent with the FI\$Cal system priorities, and ensure that budgeted resources are used to deliver technology services, as planned.
10 %	<ul style="list-style-type: none"> • Participate in workforce/succession planning efforts. • Identify project risks and issues, participate in approval of risk mitigation strategy and actions. • Perform duties within the project management structure. • Participate with critical problem solving. • Review and recommend approval of key project deliverables. Serve on the Change Control Board and perform other duties as required.

<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

(a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

(b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check will be required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCAL's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier,

telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature _____ Date _____

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

Hiring Manager Signature _____ Date _____

H/R Analyst _____

Date Revised: 03/02/2021