

Department of Cannabis Control

Position Duty Statement

HR-041 (new 7/15)

Classification Title CEA-B	Board/Bureau/Division Department of Cannabis Control
Working Title Deputy Director, Chief Information Officer	Office/Unit/Section / Geographic Location Information Technology Services Division
Position Number 592-XXX-7500-XXX	Name, Effective Date

General Statement: Under the general direction of the Chief Deputy Director, the CEA-B will serve as the Deputy Director, Chief Information Officer, of the Information Technology (IT) Services Division within the Department of Cannabis Control (Department). The Deputy Director is responsible for a full range of IT Services functions and has significant departmental influence. The Deputy Director will provide oversight and policy direction to the Department's IT Operations, Application Support, Information Security, Infrastructure and Enterprise Services, and California Cannabis Track and Trace (CCTT) Licensing systems. Duties include, but are not limited to, the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

40% (E) Policy Development and Implementation

Serve as the primary policy advisor on IT related strategic planning, as well as development and implementation of, and enhancements to, the Department's technology platforms, applications, systems, operations, support services, enterprise architecture, and infrastructure. Establish and maintain the Department's policy direction. Advise the Director and Chief Deputy Director on IT policy formulation, implementation, and the identification and resolution of key policy and operational issues affecting IT operations.

Develop a vision and provide leadership for departmental policies and administrative guidelines, practices, and standards related to all IT activities, including but not limited to licensing system(s), CCTT, and data collection to support policy development and the strategic administration of programs.

Evaluate findings and recommendations of studies about the effectiveness of IT as it applies to departmental and state needs. Participate in discussions regarding how to successfully implement processes to meet identified mandates.

35% (E) Program Administration

Manage the maintenance of legacy licensing system and oversee the development of a single licensing application system, 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 and administer the Information Security program and practices, which include prevention, reporting, and disaster recovery planning. Designate and supervise an Information Security IT Manager to oversee and monitor all Information

Security policies at the Department and ensure consistency with policies established by the State Information Security Officer.

Oversee a governance process to ensure that executive management is involved with the decision-making process regarding IT departmental solutions and are appropriately allocating staff time and dollars in the purchase or development of IT solutions for the business needs of the Department. Convene work teams with Department executives, program managers, other state and federal departments, legislature, and local governmental agencies to assess IT needs.

Plan, organize, lead, and control the Department's IT program operations, manage staff, and oversee 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. Establish priorities, develop a project plan, and identify and assign resources.

Responsible for the Information Technology Services Division's budget.

25% (E) Representation

Represent the Department at various forums/organizations that address the State's IT issues and related 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).

Analyze and comment on the impact upon IT resources of proposed legislation, regulations, or policies. Respond to inquiries from the Director, budgets, legislature, etc. regarding the impacts on IT of proposed legislation, regulations, or policies, and where appropriate facilitate resolution of differences of opinions related to the proposals.

Represent the Department and testify at Legislative Hearings on legislative proposals that impact the Department and its IT resources.

B. Supervision Received

The Deputy Director works under the general direction of the Chief Deputy Director but may receive direction from the Director.

C. Supervision Exercised

The Deputy Director supervises subordinate staff of the IT operations and Application Support Units.

D. Administrative Responsibility

The Deputy Director has full responsibility for directing the IT Services Division. The Deputy Director has complete delegated authority to act on behalf of the Chief Deputy Director in the full range of policy and administrative duties as appropriate.

E. Personal Contacts

The Deputy Director has regular contact with Executive Management, staff, as well as state, and local government staff regarding impacts on IT regulations and policies.

F. Actions and Consequences

Failure of the Department to provide consistent and accurate administrative services will result in the Department losing credibility with consumers, professional licensees, control agencies, Business, Consumer Services and Housing Agency, and the Legislature. Such failure could result in the loss of delegated authority, adverse audit finding, penalties, unrecoverable funds and licensees not being licensed, thus ceasing consumer services.

G. Functional Requirements

No specific physical requirements are required. The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office, in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Criminal Offender Record Information (CORI): Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with the Department's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI): This position is subject to Conflict of Interest Regulations. The incumbent is required to submit a Statement of economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

Travel: The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

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 you're unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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

New: 7/2021