STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF TECHNOLOGY

DUTY STATEMENT

TECH 052 (REV. 02/2018)

PROPOSED

RPA NUMBER (HR USE ONLY)

21-044

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
8/2/2021		

D. CIVIL SERVICE CLASSIFICATION	E. POSITION WORKING TITLE
Information Technology Specialist II	Broadband Infrastructure Advisor
F. CURRENT POSITION NUMBER	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
695-537-1414-002	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION	I. SUPERVISOR NAME AND CLASSIFICATION
Office of Broadband and Digital Literacy /Broadband	Scott Adams, Deputy Director
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE)	K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK ☐ YES ☒ NO; DRIVING AN AUTOMOBILE ☐ YES ☒ NO
MONDAY – FRIDAY, 8:00 AM – 5:00 PM	

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management ☐ IT Project Management ☐ Client Services

☐ Information Security Engineering ☐ Software Engineering ☐ System Engineering

Organizational Setting and Major Functions

Under the general direction of the Deputy Director of the Office of Broadband and Digital Literacy (OBDL) for the California Department of Technology (CDT), the Information Technology Specialist II (IT Spec II), functions as the research and data analyst to lead/work on the statewide open-access middle-mile network and last mile broadband infrastructure initiatives on behalf of OBDL. The IT Spec II will also lead implementation of the Broadband for All Portal and have thorough knowledge regarding the CDT's role in statewide telecommunications strategy, policy and procurement led by programs such as California Network and Telecommunications (CALNET), California Government Enterprise Network (CGEN), and Statewide Technology Procurement (STP). The IT Spec II will function as the research specialist on broadband data and mapping to provide information on best practices for statewide broadband access and deployment projects and efforts for OBDL. The IT Spec II will participate and collaborate with other departments and the Office of Enterprise Technology (OET) in the development of the Broadband for All Portal and serve as the point of contact for Portal data received from State departments and external entities.

The IT Spec II will support implementation of statewide open-access middle-mile network, broadband-related executive orders, the Broadband Action Plan, and related efforts by (1) supporting activities related to the development, construction, maintenance and operation of the statewide open-access middle-mile network, (2) developing and managing a network of local government and nonprofit entities, tribal representatives, regional broadband consortia leaders, and private sector telecommunications firms and internet service providers to identify ongoing needs, share resources, and coordinate initiatives to support broadband access and deployment projects; (3) convening those stakeholders regularly; (4) analyzing the information obtained from such convenings; (4) leading the research and analysis of the OBDL data initiatives; (5) making recommendations to the OBDL on best practices from a statewide and national level regarding how to best help close the digital divide in California; and (6) serving as the point of contact for the Broadband For All Portal and performing other OBDL duties as assigned.

The IT Spec II will serve as the technical lead and Broadband for All Portal representative for the OBDL. The IT Spec II will provide statewide broadband access, data and infrastructure information at presentations for the Deputy Director of the ODBL at convenings and/or meetings as needed and to provide broadband access subject matter expertise.

The IT Spec II is expected to perform independently at a high-level with minimal supervision, be a self-starter and problem solver, and represent the Department in a professional and positive manner.

Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)

% of time performing duties	
35%	**Broadband Access and Deployment (Initiatives)**: ● Lead, collaborate and manage OBDL technical projects on statewide broadband access and deployment, and other OBDL initiatives. ● Support and monitor the progress of broadband-related executive orders, action plans, and related efforts. ● Participate and collaborate with other departments and the CDT OET in the development of the Statewide Broadband for All Portal and serve as the point of contact for portal data received from State departments and external entities. Verify Portal stability, portability, security, and scalability of system architecture. ● Prepare standard reports, presentations, and data visualizations for the OBDL for internal and external audiences.
20%	**Broadband Access and Deployment (Stakeholder Management and Engagement)**: ● Lead and convene stakeholder meetings and discussions with State departments, local government, Tribes, nonprofit organizations, Internet Service Providers, and other stakeholders regarding broadband access and infrastructure initiatives, relevant data needs or communicating out research findings ● Develop and maintain partnerships with broadband access and deployment stakeholders, telecommunications providers. ● Make presentations on statewide broadband access and infrastructure initiatives, data and infrastructure information on behalf of the Deputy Director as needed.
20%	**Broadband Access and Deployment (Research, Data Analysis and Mapping):** ● Independently lead research, data acquisition, analysis, and if needed, mapping activities, to support broadband access and infrastructure deployment throughout the state. ● Provide subject matter expertise on broadband access and infrastructure projects through collaboration with statewide, national and other broadband experts as well as review other state broadband plans to determine California best practices. ● Research and analyze data to map community-level broadband readiness among cities, towns, counties, consortia, and the tribal areas throughout the state. ● Secure and effectively analyze data sets related to and Middle Mile and Last Mile Infrastructure initiatives, statewide broadband mapping efforts, and other projects as needed. ● Prepares standard and technical reports, presentations, and data visualizations to support the Deputy Director and OBDL Team ensuring ongoing effective communication internally and externally.
20%	**Broadband Access and Deployment (Funding, Resources and Policy)**: ● Continuously identify and track federal, state, foundation and private funding for broadband access and infrastructure deployment in the state and communicate funding opportunities to stakeholders including local government and Tribes. ● Develop and maintain relationships with key contacts within federal, state, and local funding programs. ● Develop and maintain awareness of policy affecting telecommunications at the state and local level, including eRate, education, federal and tribal jurisdictions. ● Manage data governance and update funding information and best practices related to broadband deployment on the Broadband for All information portal. ● Review, analyze and update information related to all broadband efforts on Broadband for All Portal on a quarterly basis or as needed. ● Provide subject matter expertise on the OBDL policies and processes related to Middle Mile and Last Mile infrastructure projects, data governance and management for the Broadband Portal, and create new policies as required. ● Provide broadband access and deployment subject matter expertise to the CDT Legislative Office on broadband related legislative analysis, regulatory, and related matters. ● Regularly identify resources including news clips, research, and case studies for the OBDL and the California Broadband Council websites.

5%

Marginal Functions **(Percentages shall be in increments of 5, and should be no more than 5%.)**

- Provide support on other related duties as assigned.

Work Environment Requirements

- Must be able to work under pressure within tight timeframes.
- Some work may be done remotely and location flexible.
- Must be willing to travel to various locations within Sacramento area and the state as needed.
- May be required to work outside of normal business hours. May be asked to work after hours and weekends on occasions.
- May be required to carry a mobile computing device (e.g., cell phone, laptop).

Allocation Factors **(Complete each of the following factors.)**

Supervision Received:

The Information Technology Specialist II receives general direction from the Deputy Director of OBDL.

Actions and Consequences:

The Information Technology Specialist II must maintain a high level of professionalism and must be able to effectively collaborate and communicate with individuals from the general public, high ranking tribal leaders, private sector, and various staff within State and Federal government. The incumbent must be able to make decisions on behalf of the Deputy Director when applicable and acquire the ability to establish priorities and accurately assess problems and possible resolutions, learn quickly, possess excellent organizational and communication skills, and display a high degree of diplomacy and tact. Failure to demonstrate proper judgment, tact, and poise may result in costly mistakes and embarrassment to the department.

Personal Contacts:

The Information Technology Specialist II will have daily contact with CDT headquarters staff, including the Director, Chief Deputy Director, Deputy Directors, and other government personnel. The Information Technology Specialist II) must successfully interact with individuals and have the ability to make quick decisions when warranted on behalf of the Deputy Director and work with the general public, Tribal communities, private sector, and various levels within State and Federal government, including control agencies, agency secretaries, and the department directors.

Administrative and Supervisory Responsibilities: **(Indicate "None" if this is a non-supervisory position.)**

None

Supervision Exercised:

Functions as a nonsupervisory expert.

Other Information

Desirable Qualifications: **(List in order of importance.)**

- Mission-driven, equity-focused individual passionate about solving the state's digital divide and transforming the state's broadband ecosystem.
- Experience with broadband and telecommunications policy and issues related to broadband access and deployment.
- Experience with broadband technologies, Internet Service Providers, fiber and wireless telecommunications technologies, and technical contracts.
- Ability to gather, analyze, interpret, and present technical and program data.
- A bachelor's degree from an accredited college or university in, Public Policy, Information Technology (or a closely related field) is desired. A Master's degree is preferred.
- Established track record in leading major initiatives and managing statewide or community-based programs to achieve documented quantified outcomes and results.
- Experience in working with elected officials, public agencies and community-based organizations to engage participation and foster collaborative partnerships.
- Confidence as a self-directed manager and willingness to perform self-supporting functions.
- Ability to articulate a strategic pathway to achieving results.
- Documented experience in developing and leading implementation of detailed work plans.
- Respected reputation for working collaboratively with stakeholders and colleagues.
- Demonstrated ability to write and edit well and speak confidently in public.

	● Experience in facilitating communications in a respectful and culturally sensitive manner. ● Ability to accept multiple assignments and meet critical deadlines. ● Willingness to travel. ● Proficiency with Microsoft programs including MS Excel, MS PowerPoint, MS Teams. Knowledge of data analysis, mapping and visualization programs preferred but not required (Example: Tableau, GIS, ESRI, etc.)

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.		
INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.		
SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE