



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: California Department of Technology, Office of Enterprise Technology

POSITION TITLE/LEVEL: Deputy Director, Digital ID, CEA B

SALARY: \$ 10,831 - \$ 12,903

FINAL FILE DATE: Postmarked by: August 31, 2021

POSITION DESCRIPTION:

Under the general direction of the Deputy Chief Technology Innovation Officer, Office of Enterprise Technology (OET) the Deputy Director, Digital Identification (ID) will be responsible for developing a proof of concept for a Digital ID program. The Digital ID program will provide the blueprint for the deployment of a Digital ID ecosystem for an initial subset of state services that will provide a consistent, secure, privacy enabled, reliable, and consent-based method to authenticate and identify a California resident when that resident accesses the subset of digital state services. Using an iterative approach, this initial Digital ID ecosystem and deployment will provide invaluable information needed to develop a roadmap for Digital ID expansion across all state services.

Responsibilities include:

- Design, develop and operate the Digital ID ecosystem while handling the coordination amongst participating departments statewide. Responsible for the management and deployment of the Digital ID ecosystem, its security, reliability and its ability to be implemented statewide. Lead the day-to-day management of the technical development of the Digital ID ecosystem on the CDT side as well as keep stakeholders statewide informed and updated on the Digital ID program. The CEA will serve as an executive product owner over the Digital ID program.
- Coordinate and engage with privacy groups and various advocacy organizations. Gather and assess feedback from Digital ID stakeholders. Oversee and develop policies and legal frameworks to enable acceptance of digital identities, while protecting user privacy and other rights, collaborating with the Governor's Office, Legislature, state agencies, counties and other government entities to develop cross-organization standardization. Responsible for the implementation of Identity Management, Privacy Engineering, Single Sign On, and a distributed authentication system for the Digital ID program.
- Serve as a member of the Department's Executive staff, providing guidance and direction regarding Digital ID policies. Meet regularly with the California State Legislature and provide thorough updates on the program every six months. Effectively communicate relevant policies and governance to assist department executives in making decisions. Forge strong partnerships with Legislators, Chief Information Officers (CIOs), Agency Information Officers (AIOs), agency secretary and undersecretaries, directors, executives, the Governor's Office and customer departments, as well as other key stakeholders to stabilize and reduce risk to the Digital ID program.

- Provide executive oversight of the Office's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure Office management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service. 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. REQUIRED KNOWLEDGE:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch;
2. Knowledge of principles, practices, and trends of public administration, organization, and management;
3. Knowledge of the techniques of organizing and motivating groups;
4. Knowledge of program development and evaluation;
5. Knowledge of facilitation and negotiation techniques to promote collaboration amongst diverse groups;
6. Knowledge of the methods of administrative problem solving;
7. Knowledge of the principles and practices of policy formulation and development and personnel management techniques;
8. Knowledge of the Department's Equal Employment Opportunity Program objectives and a manager's role in the Equal Employment Opportunity Program;
9. Knowledge of Information Technology Best Practices including trends, and directions related to hardware, software and services.
10. Knowledge and skill to develop and implement strategic and project management plans that result in significant organization changes.
11. Knowledge of state and federal control agency requirements for project approval and oversight.

B. REQUIRED ABILITIES:

1. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff;
2. Ability to analyze administrative policies, organization, procedures, and practices;
3. Ability to integrate the activities of a diverse programs to attain common goals;
4. Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters;
5. Ability to develop cooperative working relations with representatives of all levels of government, the public, and the Legislative and Executive Branches;
6. Ability to analyze complex problems and recommend an effective course of action; and prepare and review reports;
7. Ability to effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Ability to prioritize, multi-task, and perform effectively under pressure.

SPECIAL PERSONAL CHARACTERISTICS

- Creativity and Innovation – Apply new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to optimize the organization and management of IT programs. Survey the landscape and recommend/develop new services that help customers meet their business needs.
- Teamwork – Cooperate to achieve the CDT’s mission, goals and values, and encourage a diversity of opinions. Ability to facilitate cross-agency collaboration activities. Ability to build and manage high-level teams.
- Continuous Improvement – Focus on continuous improvement and high personal accountability. Provide leadership that assures his/her/their management team and staff maintains this focus as well.
- Communication – Ability to interact and communicate effectively with executive management at the State level, as well as various private and public organizations. Ability to interact in a diplomatic, tactful and effective manner with all levels of staff. Ability to negotiate win-win solutions in difficult and challenging situations. Ability to speak and write clearly, and effectively.

DESIRABLE QUALIFICATIONS

In addition to the above, the following experience factors will be considered in competitively evaluating each candidate:

- A very broad knowledge and understanding of Digital Identification frameworks, policies and guidelines.
- Clear understanding of Biometric Data, Blockchain, and Centralized identity system architecture.
- Experience with implementing security policies, data privacy policies and legal policies.
- Direct experience communicating and working with the California State Legislature.
- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state, local, and Federal governments and stakeholders, as it relates to Digital ID, Information Technology, the implementation of new programs, and governance.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively with the Administration, control agencies, Legislature, key customers, stakeholders, privacy and advocacy groups and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
- Proven track record of gaining the confidence and trust of individuals in key positions in the department’s customer base.

EXAMINATION INFORMATION – STATEMENT OF QUALIFICATIONS

This examination will consist of a review of the candidates’ application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Candidates will be screened on the basis of their background and demonstrated management experience as detailed in the Statement of Qualifications. The Statement of Qualifications may be the only basis for determining your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled, at the discretion of the department.

FILING INSTRUCTIONS

- A Standard original State application (Form 678)
- Prepare a “Statement of Qualifications” **not to exceed two pages** and **no smaller than 12 point font**. This “Statement of Qualifications” is a narrative discussion of the candidate’s education and experience that would qualify them for this Deputy Director, Digital ID, CEA B position.

Each candidate’s Statement of Qualifications **must clearly and concisely identify experience in the following 4 categories and be formatted in the same manner as shown below**

1. Executive Leadership and Engagement Experience

Describe your experience overseeing and directing organizations at the Executive level. Also, describe your experience interacting with a wide variety of internal and external individuals at the highest levels of Executive, Management, Legislature, Governor’s Office and stakeholders.

2. Policy Influence and Development of Statewide Policies and IT Standards Experience

Describe the type of Policy Influence Experience you possess and how that experience will further the objectives and goals of the Office of Enterprise Technology. Describe the type of statewide policies and IT standards you have been involved in coordinating with government or equivalent entities in implementing IT initiatives and policies.

3. Strategic Planning Experience

Describe your strategic planning experience pertaining to the creation and development of IT solutions in areas such as: Geographic Information Systems (GIS) and Open Data Platform, Open Source technology, or Statewide External Web Development that demonstrates you have broad knowledge of digital services and innovative technologies that would make you the most qualified for the Deputy Director, Digital ID, Office of Enterprise Technology, CEA B position.

4. Digital Identity / Distributed Authentication Experience

Describe your experience building and/or working with distributed authentication systems, digital identity platforms, or related initiatives. Using examples from your past experience, describe your background in digital security, individual privacy protection, and federated login systems.

Note: A resume does not serve as a Statement of Qualifications.

Candidates who do not follow the filing instructions will be disqualified from the examination.

The application and “Statement of Qualifications” are to be submitted via online at www.jobs.ca.gov **JC# 262767** or by mail to:

California Department of Technology
Human Resources Branch, Selection Services
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Rae Powers JC# 262767

Or

Hand Delivered to:
California Department of Technology
2nd Floor Guard Station
10860 Gold Center Drive
Rancho Cordova, CA 95670
Attn: Rae Powers, HR JC# 262727

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California Department of Technology, Office of Enterprise Technology

Deputy Director, Digital ID, CEA B

Questions regarding this examination should be directed to: Rae Powers at (916) 431-4059 or e-mail Rae.Powers@state.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (telephone) Service for the Deaf or Hearing impaired
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
DEPUTY DIRECTOR, DIGITAL ID
OFFICE OF ENTERPRISE TECHNOLOGY

Name: Vacant
Effective Date:

SCOPE:

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SPECIFIC DUTIES:

- 30% Design, develop and operate the Digital ID ecosystem while handling the coordination amongst participating departments statewide. Responsible for the management and deployment of the Digital ID ecosystem, its security, reliability and its ability to be implemented statewide. Lead the day-to-day management of the technical development of the Digital ID ecosystem on the CDT side as well as keep stakeholders statewide informed and updated on the Digital ID program. The CEA will serve as an executive product owner over the Digital ID program.
- 30% Coordinate and engage with privacy groups and various advocacy organizations. Gather and assess feedback from Digital ID stakeholders. Oversee and develop policies and legal frameworks to enable acceptance of digital identities, while protecting user privacy and other rights, collaborating with the Governor's Office, Legislature, state agencies, counties and other government entities to develop cross-organization standardization. Responsible for the implementation of Identity Management, Privacy Engineering, Single Sign On, and a distributed authentication system for the Digital ID program.
- 30% Serve as a member of the Department's Executive staff, providing guidance and direction regarding Digital ID policies. Meet regularly with the California State Legislature and provide thorough updates on the program every six months. Effectively communicate relevant policies and governance to assist department executives in making decisions. Forge strong partnerships with Legislators, Chief Information Officers, (CIOs), Agency Information Officers (AIOs), agency secretary and undersecretaries, directors, executives, the Governor's Office and customer departments, as well as other key stakeholders to stabilize and reduce risk to the Digital ID program.
- 10% Provide executive oversight of the Office's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure Office management makes informed and defensible personnel management decisions in accordance with department and State

policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS:

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- Clear understanding of Biometric Data, Blockchain, and Centralized identity system architecture.
- Experience with implementing security policies, data privacy policies and legal policies.
- Direct experience communicating and working with the California State Legislature.
- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state, local, and Federal governments and stakeholders, as it relates to Digital ID, Information Technology, the implementation of new programs, and governance.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively with the Administration, control agencies, Legislature, key customers, stakeholders, privacy and advocacy groups and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
- Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.

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.)

Deputy Director, Digital ID

Date

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

Deputy Chief Technology Innovation Officer

Date

H/R Analyst _____