CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF ENTERPRISE INFORMATION SERVICES

DEPUTY DIRECTOR, ENTERPRISE PLANNING AND SOLUTIONS
CEA LEVEL C
065-625-7500-001

DUTY STATEMENT

The California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

Under the general direction of the Director, Division of Enterprise Information Services (EIS), the Deputy Director, Enterprise Planning and Solutions will be responsible for managing and directing the CDCR enterprise application portfolio, including operations for the Strategic Offender Management System, Business Information System, and the development, implementation, and support of applications supported within Enterprise Planning and Solutions. The incumbent has broad authority for developing, recommending, and implementing Information Technology practices and policies that have significant impact on CDCR programs. The Deputy Director provides leadership, vision, direction, planning, guidance, mentoring, and oversight to subordinate staff. The Deputy Director is the principal policymaker with regards to enterprise application solutions; the implementation, on-going support and maintenance of CDCR's applications; the monitoring and continuous improvement of service delivery; and the prioritization and resource management for application work.

Duties include, but are not limited to:

20% Determines the vision for future application software delivery services for EIS, including continual evaluation and improvement of the service. Ensures all critical business requirements are identified, solutions developed or procured, supported, and delivered in an effective manner. Responsible for identifying and anticipating necessary changes to CDCR processes, policies, procedures, and organization as they relate to all enterprise applications. Provides executive level strategy for each anticipated gap between the solution and the Department's business requirements.

20% Provides executive oversight for Enterprise Applications to ensure they meet their respective missions, goals, and operational service level objectives. Provides executive leadership and direction to managers, staff, and project

teams through the planning, approval, design, development or procurement, release, and operation of applications in the CDCR application service portfolio.

20%   Acts as the primary liaison for CDCR's Technology Projects between the Executive Sponsor, the Steering Committee, and external control agencies to ensure consistency of message and practical incorporation of user group needs for both headquarters and field business processes solution.

20%   Works with sponsors, control agencies, and other stakeholders to resolve issues and to manage risks regarding the creation and release of Request for Proposals (RFP), Feasibility Study Reports (FSR), and Special Project Reports (SPR); and is responsible for oversight, compliance, and maintains expertise in the procurement and documentation required by control agencies for large, complex enterprise applications development projects.

10%   Maintains and executes communication plans, including meeting with the Director, Executive Steering Committee, control agencies, internal and external stakeholders, contractor executives, and staff to facilitate successful development and implementation.

10%   Obtains input from control agencies to ensure the RFP's, SPR's, FSR's, and Budget Change Proposals are created, released, and awarded according to best state practices without unnecessary delays.