

DUTY STATEMENT

Employee Name:	
Classification: CEA C	Position Number: 580-150-7500-002
Working Title: Deputy Director, Information Technology Services Division	Work Location: 1616 Capitol Avenue, Sacramento, CA
Collective Bargaining Unit:	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by ensuring that adequate Information Technology (IT) support is available to all departmental programs. The incumbent has full management responsibility for a large complex multi-disciplined organization and oversees an annual IT budget of approximately \$70 million and the large IT Project Portfolio within the Information Technology Services Division (ITSD). The incumbent has broad responsibility for the Division, establishes enterprise IT governance and sets strategic direction through the formulation of an IT Strategic Plan that identifies fundamental performance and quality improvement measures that align with and are critical to the Department's mission and vision. The Deputy Director is responsible for the management of over 314 state staff including five Information Technology Manager (ITM) II managers and one CEA B Chief Technology Officer (CTO) across five different IT Branches. The Deputy Director oversees the IT Data Center Operations (infrastructure), and IT competencies that include security management, application development, enterprise project and portfolio management, enterprise change management and quality assurance, architecture, and administrative support for CDPH including executive sponsorship and support for the state's largest public health IT projects. The Deputy Director promotes a service-driven collaborative partnership between the program areas and ITSD by bridging staff, resources, and fiscally responsible services with technology. The Deputy Director oversees a budget comprised from

multiple funding sources with a high degree of complexity. This includes funding for multi-million-dollar projects supported by general fund appropriations, grant funding from our federal partners, and money allocated through federal financial participation for maintenance and operations. The Deputy Director oversees the development of all Budget Change Proposals, Applied Planning Documents, Department of Technology Project Approval Lifecycle (PAL) documents and public health program estimates required for federal spending authority on IT activities. The Deputy Director administers many critical and complex systems that are federal and state legislative, regulatory and policy mandates.

The incumbent works under the Chief Deputy Director of Operations of the CDPH.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 25% Advises on and participates in policy decision making with CDPH executives and program managers, other state and federal departments, the Legislature, counties, and stakeholder advisory groups to assess needs, establish priorities, acquire, and assign resources for business initiatives that pertain to the department's mission and administrative functions. Develops and implements IT policies to ensure the CDPH technology infrastructure and investments are operational and meets CDPH business needs. Develops CDPH's IT Strategic Plan and IT Enterprise Architecture Plan to establish strategic and technology priorities for the organization.
- 25% Administers and controls all functions of the ITSD and monitors progress, scope, and cost of systems in development and maintenance. Prepares monthly reports for the Directorate on the status of IT projects. Analyzes the most complex IT and business problems and provides executive recommendations to direct staff towards problem resolution. Establishes priorities to ensure Department's mission and vision are met.
- 25% Reviews production of all Branches and Sections, assign priorities and staff to meet changing requirements from within the ITSD. Reviews organization, staffing, and staff development needs, and motivates CDPH IT workforce, as required, to develop skillsets that meet impending needs. Arranges for staff training and seminars to meet needs and develop self-sufficiency. Provides leadership and mentoring for all ITSD staff to create a productive and effective culture and environment that can deliver excellent technology services.
- 15% Oversees the fiscal management of technology purchases, project costs and services for the Department. Regularly reviews IT budgetary reports. Contributes to departmental

budgetary processes and works with state and federal control agencies to ensure that resources are allocated to meet CDPH program needs. This is accomplished through the development and management of the Department’s distributed data processing budget.

Marginal Functions (including percentage of time)

10% Serves on Agency, inter, and intra departmental committees, workgroups, including Executive Committees at the California Technology Agency and other duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date
HRD Use Only: Approved By:	Date		