**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

| **INSTRUCTIONS:** A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | EFFECTIVE DATE |
| --- | --- |
|  |  |
| DFW DIVISION/BRANCH/REGION/OFFICEData and Technology Division (DTD) | POSITION NUMBER (Agency-Unit-Class-Serial)565-028-7500-001 |
| UNIT NAME AND LOCATIONData and Technology Division (DTD) | CLASS TITLEDeputy Director, Career Executive Assignment (CEA), B |
| INCUMBENT Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)565-028-7500-001 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder the general direction of the Chief Deputy Director, the Deputy Director, Data and Technology Division (DTD) is the highest-level information technology (IT) authority position in the California Department of Fish and Wildlife (CDFW) and has direct authority over all information technology activities. The position has broad authorization for formulating and implementing IT policies and operational practices which have significant impact on CDFW programs. The CEA plans, directs, coordinates and evaluates all IT activities of the Department. The Deputy Director, DTD, serves as the Department’s Chief Information Officer and Geographic Information Officer.  |

| **PERCENTAGE OF TIME PERFORMING DUTIES** | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.) |
| --- | --- |
| 30%30%20%20% | **ESSENTIAL FUNCTIONS**:**Policy, IT Governance, and Oversight Management** - Serves as the highest-level of IT and policy authority for the Department and has broad authorization for formulating, approving, and implementing departmental-wide IT and Geographic Information policies and practices which have significant impact on all CDFW programs. Directs the implementation of enterprise policies, practices, and standards related to the delivery of information services to department programs, employees, and external parties. Has responsibility for all department-wide IT and Geographic Information policies and standard setting and oversight with a focus on governance and business alignment. Responsible for the oversight of the cohesive integration of all information technology practices, procedures, processes and decisions within the Department. The CEA has primary responsibility for the formation of strategies related to all uses of technologies within the Department. As a Department CIO analyzes and makes recommendations related to enterprise-wide non-IT policies and procedures. Within Department’s Governance structure, the CEA sits on the Executive Governance Board. Formulates and recommends to Department Executive staff and program management policies and procedures necessary for the appropriate and secure use of computing technologies.**Internal Program Management and Fiscal Management -** Responsible for the Department’s Data and Technology Division (DTD). Develops and implements IT and GIS strategies related to alignment of services with business direction and objectives. Responsible for the continued improvement of IT and GIS services by evaluating service and management functions within the Department to ensure effectiveness and efficiency in meeting business service needs, and critical project and production deadlines. Plans, organizes, and directs all activities associated with the operations of the Data and Technology Division through subordinate managers. Provide oversight, mentoring, and leadership to managers for day-to-day operations, as well as guidance and assistance for developing medium and long-range technology strategies necessary to successfully carry out Department, DTD and section missions**Serve as the Department’s Geographic Information Officer -** The CEA serves as the Department’s Geographic Information Officer (GIO). As Department Geographic Information Officer provides oversight of department-wide geospatial direction and development and analysis operations. Has a broad range of responsibilities related to the critical areas of Geographic Information Systems (GIS) programs. As Department GIO formulates, analyzes, revises, interprets and evaluates department-wide business and technology policies, processes, and operations related to the Department GIS programs. Manages the cooperation with interagency groups on data sharing, natural disaster response and system integration. Provides administrative and technical oversight and management of Biogeographic Data Analysis. Oversee development and administration of statewide biological resources databases including the California Natural Diversity Database, the Vegetation Classification and Mapping Program, the Conservation Analysis Unit, the Biogeographic Information and Observation System. Provide direction and oversight on the development of GIS solution for the interfacing and integrating with other internal and external geospatial data users.**External Program and Executive Management and Human Resource Management -** Represents the Department with the California Natural Resource Agency, the Governor’s Office, Fish and Game Commission, Federal agencies, State control agencies, legislators, legislative staff of legislative committees and private agencies in matters concerning IT and GIS, including the development and updating of all necessary control agency requirements such as annual IT plans, operational recovery plans, budget change proposals, project study documents and on all wildlife and habitat data analysis issues. In addition, incumbent has direct contact and oversight of IT vendors contracting with the Department. Serves as the top advisor to the Department Director, Executive Staff, and CDFW Senior Management on all aspects of information technology and GIS direction, services, and programs.**KNOWLEDGE AND ABILITIES:****Knowledge of:** The organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; equal employment opportunity and anti-discrimination programs.**Ability to:** administrative policies, organization, procedures, and practices; communicate (written and verbal) clearly; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislature and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department’s equal employment opportunity objectives.**DESIRABLE QUALIFICATIONS**:**Special Personal Characteristics:** Demonstrative capacity for assuming increasing responsibility, originality, open-mindedness, and tact, act independently and exercise good judgment, manage multiple priorities, work well under pressure and strict deadlines, make appropriate decisions and well-thought-out recommendations. **Interpersonal Skills**: Establish and maintain relationships, communicate in a clear, concise, and effective manner both verbally and in writing. **WORKING CONDITIONS**:This position is in an office environment and involves sitting most of the time, and the use of a computer and standard office equipment. Occasional travel may be required.  |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME** | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **EMPLOYEE’S STATEMENT**: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.****I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**  |
| **PRINT EMPLOYEE’S NAME** | **EMPLOYEE’S SIGNATURE** | **DATE** |