

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Research Development Innovation/Chief Innovation Officer
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Division and/or Subdivision Information Technology Services Location of Headquarters West Sacramento Class Title of Position Information Technology Manager II Position Number 541-021-1406-002 Effective Date February 2, 2022
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
65%	<p>Under the direction of the Deputy Director of Technology, the Information Technology Manager II (ITM II) serves as the CAL FIRE Chief Innovation Officer and manages the most complex department wide Research/Development-Innovation and data related activities. The position is responsible for ensuring that CAL FIRE receives the benefits associated with research and development activities to support departmental operations. The role also has significant responsibility over CAL FIRE's data management planning, strategy, and implementation. Specifically, this includes collaboration with internal/external research partners, planning, administering, and implementing research engagements, implementation of research findings and results into organizational practice. Increased data access and sharing; reduced data duplication and costs; development of department-wide data standards; centers of excellence; public outreach; and increased collaboration. The position will build and foster a dynamic team responsible for the development, study, reporting and implementation of technologies and services that support and foster efficiency within CALFIRE operations. The position is also responsible for organizing and leading departmental strategic innovation initiatives – in collaboration with the Deputy Director of Technology and the Chief Information Officer. The position will also outreach and collaborate with partners in private industry, academia and other allied organizations and communities to support research and implementation of technologies and practices to support CAL FIRE's core mission. The position collaborates with peers within the Technology Division and consults with partners throughout California State Government on the development and ongoing support of CAL FIRE's Research/Development-Innovation and data program.</p> <p>Lead, coordinate and implement CAL FIRE's Research/Development (R&D) and Innovation program</p> <ul style="list-style-type: none"> Develop and maintain the department-wide R&D and Innovation strategy in alignment with the established CAL FIRE strategic plan. <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.	
Job qualifications and/or conditions of employment: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Some travel (5%) may be required. Required to perform periodic off hours support in duty officer capacity.	
"We have discussed this document in its entirety and understand the duties of this position."	
Employee Signature _____	Date _____
Supervisor Signature _____	Date _____

Percentage of Time
 Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

Continued

- Establish standard methods and procedures for research activities and reporting.
- Direct and ensure that statewide standards, policy, and guidelines related to data including GIS, open data, and private data are followed.
- Ensure the maximum reusability, minimal duplication, and that centers of excellence for GIS and data technology are created and support for department-wide benefit.
- Manage plans and processes to increase access to publicly available data to stakeholder communities.
- Establish and foster relationships with key R&D and innovation partners in academia, private industry, non-profit and public sector.
- Ensure broad coordination is achieved across departmental programs in all items related to research/development, innovation, and data management.
- Direct the development of reports and metrics for executive leadership consideration.

20%

Manage and coordinate the development, maintenance and operations of technology solutions and platforms to support the Research/Development-Innovation and Data programs of CAL FIRE:

- Architect, design and implement department wide data infrastructure by working with department major programs, state partners and the Federal government to create a data infrastructure to support CAL FIRE's mission.
- Establish technical direction for all aspects of the data publication process, including data and metadata preparation, data analysis and data visualization.
- Establish and lead communities of practice that promote department wide strategies, policies and standards related to R&D and Innovation and data.
- Oversee the evaluation of technologies and tools to support R&D and Innovation, data, and allied technologies.

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10%

- Managerial Activities:** Provide general administrative direction concerning assignments for technical staff based on CAL FIRE priority, staff experience and skill levels, complexity assessments of projects, specialized skills, and resource availability.
- Develop and update duty statements as needed; establish performance expectations; complete individual development plans annually; complete probationary reports on a timely basis.
 - Complete performance management activities and adhere to the State's progressive discipline policy, which may include corrective or disciplinary action.
 - Ensure that staff comply with CAL FIRE policies, office standard operating procedures and protocols.
 - Encourage team building, facilitate cross training, and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive working environment.
 - Participate in working sessions with management team in the development of goals and objectives in accordance with organizational mission and strategic goals; support and advocate management's philosophy, policies and procedures
 - Coordinate workload with staff ensuring equal distribution of assignments and ensures that priorities are well defined and communicated, while escalating issues and risks appropriately with recommended mitigations.

5%

Other duties as assigned.

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Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

 Initials and Date