



Duty Statement

Current Proposed

Classification Chief Deputy Director	Office/Department Office of Digital innovation
Working Title Chief Deputy Director	Unit/Section
Position Number 374-100-5860-001	Effective Date 12/1/2020
Name Vacant	Date Prepared 11/17/2020

General Statement

Under the general direction of the Director, the Chief Deputy Director is a senior leader who oversees ODI’s day-to-day management. As a senior leader in ODI, the Chief Deputy Director works closely with other leaders to oversee projects with agencies and departments, major ODI initiatives and administrative operations. The Chief Deputy Director is the principal policy and strategy advisor to the Director and assumes the responsibilities of the Director in their absence. The Chief Deputy Director supervises ODI chiefs, leads and Deputy Directors including program, talent, administration and information technology.

Essential Job Functions

- Give direction and guidance to ODI chiefs, leads and deputy directors.
- Provide strategic, policy, political and operational counsel and support to the Director.
- Oversee and help execute ODI programs, policies and projects.
- Develop and implement strategy for new and on-going ODI initiatives.
- Ensure operations and systems support ODI’s work, encourage innovation and comply with relevant rules and laws.
- Contribute to and champion ODI’s culture, values, practices and processes.
- Foster effective relationships with the Governor’s Office, legislature, local, state and federal agencies, and partner organizations.
- Work collaboratively across departments and policy arenas to solve challenging, dynamic problems at scale.
- Offer strategic and tactical advice to leaders in government agencies and departments.
- Represent ODI with and in the absence of the Director.
- Confer with key government/ public and private officials and top experts across fields.

Supervision Received

The Chief Deputy Director will report to the Director.

Supervision Exercised

The Chief Deputy Director will directly supervise approximately 8 - 15 staff.

Knowledge, Skills, and Abilities

The employee must have experience and demonstrate strong ability to...

- Lead, grow and build teams in government, corporations or nonprofit organizations.
- Oversee several teams of technical, creative, analytical and administrative staff.
- Manage a diverse and growing portfolio of services and programs serving government agencies and departments and the public.
- Conceptualize, create, plan and implement government technology projects, programs and services for local, state and federal agencies and departments.
- Work at the nexus of technology, public policy and people's needs.
- Champion innovation practices and culture in government.
- Supervise and complete multiple simultaneous projects involving several stakeholders.
- Drive change and progress in large, complex organizations.
- Solve challenging, dynamic problems at scale.
- Build and nurture trusted relationships with partners, experts, clients and stakeholders.
- Create and implement policies and guidance for agencies and departments.
- Thrive in ambiguity and provide clarity to teams and partners.

Working Conditions

Based on departmental or operational needs, this position may be required to work remotely. The employee regularly works in an indoor and climate-controlled office setting under artificial light. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and/or video display terminal. May stand/walk for an extended period of time. May lift up to 50lbs. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to staff.

Attendance

Must maintain regular and acceptable attendance at such level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs

Other Information

The employee's workstation is located in Sacramento, CA and is equipped with standard or ergonomic office equipment, as appropriate. The selected candidate may be subject to rules imposed by the Fair Political Practice Commission (FPPS), which may require filing a Statement of Economic Interest (Form 700)

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.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date