

**DUTY STATEMENT**

OFFICE OF LEGISLATIVE COUNSEL  
LEGISLATIVE DATA CENTER

**DEPUTY DIRECTOR, CEA, B  
INFRASTRUCTURE SERVICES DIVISION**

The Deputy Director of the Infrastructure Services Division reports to the Chief Deputy Director of the Legislative Technology Branch and manages a team of more than 10 information technology managers and specialists across multiple sections at the Information Technology Manager II, Information Technology Manager I, and Information Technology Specialist III classifications. The Deputy Director is a member of the LDC's executive team and participates in the formulation of LDC's goals, policies and long-range plans, as well as establishes policies relative to activities of the Infrastructure Services Division. The Deputy Director plans, organizes, and directs the overall operation of the technology infrastructure in support of systems used by the California Legislature. This includes developing, maintaining, supporting, and optimizing multiple critical and highly-complex information technology disciplines including raised floor computer room operations, server infrastructure, data storage and cloud-computing environments. The Deputy Director interacts with the highest levels of management and staff in the legislature and Executive Branch and with equipment vendors and computer suppliers. The Deputy Director has full management responsibility for the planning, implementation, maintenance, and support of large, complex mission-critical, custom-developed application infrastructure components, off-the-shelf software package products, and data services on centralized and distributed multi-vendor computing environments. Application products that use these infrastructure services provide the members of legislature, their committees and staff with computer systems and information that enable them to execute their legislative business processes in an efficient and effective manner.

**TYPICAL TASKS:**

- 55%** Responsible for the strategic direction, policy development and management of the infrastructure supporting information technology systems used by the California Legislature. Works closely with the Legislative Counsel and Chief Deputy Directors and other LDC division Deputy Directors to establish long and short-range planning for the LDC. Ensures alignment of infrastructure services strategies with organizational priorities to enable and facilitate business objectives. The incumbent participates in all policy and strategic planning activities and acts as an advisor to the Legislative Counsel and Chief Deputy Directors on information technology and organizational issues, including, but not limited to, providing 24x7x365 operations for the legislature; implementing initiatives involving reorganization of the Infrastructure Services Division, and recommending revisions to current LDC policies that affect operations, performance, and staff management. Plans, organizes and directs the activities of the Infrastructure Services Division. Evaluates the effectiveness of current infrastructure services and technologies and provides strategic direction for changes and improvements. Provides leadership to Infrastructure Services Division staff to implement short and long-range

business plans to include establishing priorities for information technology projects and technology requests to align efforts with business needs.

- 15%** Coordinates with leadership and executive personnel within the Legislative Branch in planning new infrastructure services to support legislative business functions and processes.
- 15%** Prepares for the Legislative Counsel and Chief Deputy Directors written reports and recommendations on critical information technology policy issues, organization issues, division policies and procedures, and projects.
- 10%** Evaluates subordinate staffs' performance and provides direction in personnel administration of Infrastructure Services Division staff. Develops the Division's operating, equipment, and training budget, and develops and negotiates contracts with vendors for technical services and products. Administers vendor contracts and approves contract payments.
- 5%** Performs other duties as required.