

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
INFORMATION TECHNOLOGY DIVISION
OFFICE OF THE CHIEF INFORMATION OFFICER**

DUTY STATEMENT

JOB TITLE: Information Technology Manager I**POSITION #:** 472-517-1405-001**WORKING TITLE:** Chief Data Officer**EMPLOYEE:**

POSITION DESCRIPTION: The Chief Data Officer is responsible for driving the Enterprise Data Operations Office (EDO) vision, strategy, and execution. The Chief Data Officer strives to ensure that the department is functioning to enable sustainable business growth, capability, and internal efficiencies through improved data structures, constant data cleanliness and insight, efficient data governance and process.

The Chief Data Officer is responsible for the development of the EDO overall strategy and owning the business data management roadmap as well as securing the funding necessary to see through the DDS mission. The Chief Data Officer ensures that the EDO have their goals aligned with the business mission, strategy, and objectives.

SUPERVISION EXERCISED: (1) IT Supervisor II, (4) IT Specialist II**SUPERVISION RECEIVED:** Deputy Director/Chief Information Officer**EXAMPLES OF DUTIES:**

DOMAIN(S):	Business Technology Management:	critical skills
	IT Project Management:	moderate skills
	Client Services:	moderate skills
	Software Engineering:	moderate skills
	System Engineering:	moderate skills
	Information Security Engineering:	critical skills

Essential Job Functions:**35% Leadership/Supervisory Role**

In the leadership capacity, the Chief Data Officer (CDO) oversees the strategic data priorities of DDS and identifies new business opportunities based the existing data. In this position, he/she also guides the EDO on which data to store, analyze, and exploit for the business's benefit.

The CDO provides the EDO with the vision for business-wide data activities and champions for data ownership, standardization, accessibility, and governance as follows. The CDO is tasked with availing an environment that makes data and information accessible to all personnel across the business, on an 'as needed' basis. He/she also regulates how the business captures, maintains, and presents data and information on an agency level in order to measure performance.

It is also the role of the CDO to manage the lifecycle of data and information in order to comply with business's requirements.

The CDO provides expertise and consults on all major data-related initiatives including personnel recruiting, development, and retention within the business. In his/her leadership position, the CDO also plays a mentorship role to key personnel within the EDO, assisting in the execution of their function upon request, and encouraging the constant growth in their professional skills for them to become expert in their role.

30% Strategy

The CDO plays a leading strategic role where he/she defines and oversees how the business captures, maintains, and applies data and information in order to support key business processes. He/she establishes the strategic direction for building the business's data management program and optimizing how the business uses data both internally and externally.

The CDO is tasked with developing, coordinating, and implementing strategies that support the business's information development plans including new data opportunities. In this capacity, the CDO acts as a thought leader defining the business's data strategy and data roadmap.

The CDO additionally determines how best to leverage data assets to optimize support for the business's strategy. The CDO is leader in creating and sustaining vibrant data organization, technologies, processes, and policies throughout the department.

15% Collaboration

The CDO plays an analytical role where he/she defines and drives all analytics and business intelligence initiatives in the EDO. The CDO defines appropriate analytical models necessary to support use cases for specific business segments and leverages the power of predictive insights and analytics.

The CDO enables stellar business performance by utilizing not only the data already available to the department, but also tapping into new and innovative sources of data. In this capacity, the CDO is tasked with providing the data analytics infrastructure that support and achieves future operational business goals and initiatives.

15% Knowledge and Opportunity

The CDO acts as an authority within the EDO, promoting the use of industry leading trends and new data management technologies. He/she is also responsible for finding data analytic opportunities for the business and ensuring data and information compliance with the department and agency policy as well as State and Federal requirements.

Marginal Job Functions:**5% Other Duties**

Complete other required duties within the scope of this position.

WORKING CONDITIONS:

- Open-spaced partitioned offices
- Occasionally required to move and transport objects weighing up to 25 pounds
- May require 24x7 on-call support responsibility as well as weekend support
- Occasional travel up to 10% for overnight or day trips for covered California locations

DESIRABLE QUALIFICATIONS:

- At least five years of management experience leading data science, data engineering, technical, or operational teams.
- Information strategy experience; experience in strategic technology planning and execution, and policy development and maintenance.
- Demonstrated leadership; proven track record of leading complex, multidisciplinary talent teams in new endeavors and delivering solutions.
- Analytical skills: outstanding analytical and problem-solving abilities.
- Proven data literacy — the ability to describe business use cases/outcomes, data sources and management concepts, and analytical approaches/options. The ability to translate among the languages used by executive, business, IT and quant stakeholders.
- Excellent oral and written communication skills, including the ability to explain digital concepts and technologies to business leaders, as well as business concepts to technologists.
- Excellent business acumen and interpersonal skills; able to work across business lines at senior levels to influence and effect change to achieve common goals.
- Familiarity with federal, state, or local government operations helpful
- Professional training and experience in legal and regulatory areas are also desirable

CERTIFICATION OR LICENSE: N/A