

**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 Specialist III**POSITION #:** 472-502-1415-001**WORKING TITLE:** Chief Technology Officer**EMPLOYEE:****POSITION DESCRIPTION:**

Under the board administrative and policy direction of the Deputy Director/Chief Information Officer (CIO), the position serves as the Chief Technology Officer (CTO). The CTO will focus on providing direction, policy and procedures that are in-line with the Departments Information Technology (IT) Strategic direction. The position's duties and activities are performed within all technical domains. The incumbent assists the CIO in the strategic and tactical technology planning and is responsible for the resulting technical roadmap required to meet the current and future technology needs of the Department. Specifically, the CTO ensures the technology is highly responsive, highly available and changes in lockstep with the business. The CTO is a technology visionary and change agent for IT providing leadership to technical teams to implement solutions that support the technical roadmap. The CTO is both a strategic and tactical forward-thinking individual that formulates and establishes the direction, development, and oversight of the strategies and environment for Department of Developmental Services (DDS). The incumbent provides technical oversight management of enterprise information technology projects.

The successful individual is a highly experienced information technology officer who has a broad and deep understanding of the Department's overall business and technical strategy, drivers, and trends and directions. As an IT innovator, the CTO drives technology innovation and transformation in IT and leads Agile/DevOps teams. The CTO has directional and technical responsibility for the enterprise technology architectures that provides the ability for the Department to meet their current and future needs. While this IT Specialist III does not have any personnel management responsibilities, the CTO does have technical leadership direction over the technical teams and must work with the branch managers to achieve objectives jointly. Incumbent must adhere to IT Governance Policies and Standards as approved by the Department's CIO.

**SUPERVISION EXERCISED:** None.**SUPERVISION RECEIVED:** Chief Information Officer

<b>DOMAINS:</b>	Client Services:	critical skills
	Business Technology Management:	critical skills
	IT Project Management:	critical skills
	Software Engineering:	critical skills
	System Engineering:	critical skills
	Information Security Engineering:	critical skills

**EXAMPLES OF DUTIES:**Essential Job Functions:

**35%** Responsible for ensuring that DDS IT is implementing the enterprise technology architectures that are appropriate for the strategic vision identified by the Chief Information Officer and executive team including performing the actual technical implementation of the products and services needed to help realize that vision and assuring each technology solution's ability to meet specific business needs. Must think in a creative, unconventional way and exploit emerging technologies, utilize technical expertise, initiative, and resourcefulness to align technology environment, capacity, and solutions with departmental strategic business needs and objectives. Investigate, design, and drive adoptions of enterprise information technology architectures that will provide improved technical capabilities, capacity, and service delivery to DDS and business areas. Provide IT architecture leadership to both technology and business areas. Provide direction for DDS Enterprise Architecture (EA) in collaboration with Agency. Develop and maintain a clear enterprise IT architectural vision and migration plan for guiding the ongoing migration of future "targeted" EA. Function as specialized advisor to the CIO in the strategic and tactical technology planning required to meet the current and future technology needs of the program areas. Broad authority for formulating, recommending, and implementing enterprise-wide information technology policies, practices, and standards. Establish, document, and enforce technology architecture requirements, standards, and governance. Define and maintain an enterprise-wide methodology and documentation standard for business and technical architectures. Define and maintain an enterprise-wide set of policies, principles, processes, and standards for IT architectures.

**30%** Learn the business needs of DDS. Understand the current and future strategic needs. Construct a likely technical roadmap for meeting those need. Collaborate with other California departments, which play a part in those business needs, and ensure the DDS technical roadmap is aligned with partner department future roadmaps. Learn the system certification process for the Centers of Medicare and Medicaid Services (CMS) and work with CMS, the Department of Health Care Services (DHCS) and relevant DDS project teams to ensure we respond properly to any federal certification requirements.

**20%** Lead the planning and development of the future technical roadmap. Lead and perform analysis and develop plans for assessing and leveraging new technology trends and business drivers. Methodically, keep apprised of emerging technologies and evolve IT architectures with more efficient and effective standards. Develop workflows for implementing new technologies that creates new efficiencies for the business. Manage technology vendors to ensure that vendor products meet standards and specifications and that deliverables as specified in contracts are acceptable. Perform technology evaluations and detailed reviews of new/emerging technologies. Collaborate with other California departments to learn of new technologies being evaluated. Participate in and provide architectural oversight for proof-of-concept projects and technology evaluations; capture and produce architectural artifacts. Review and provide recommendations to management on technology, policy, and procedural issues. Serve on committees as designated. Serve as a member of the IT Governance and Change Control Boards. Evaluate, and prototype, pertinent technological solutions including software, devices, systems, and services. Prepare recommendations, presentations, product demonstrations and decision-making analysis as assigned.

**10%** Collaborate with the network and security team to design network solutions and implements firewalls, access lists, and other tools as appropriate to provide Local and Wide Area Network segmentation, Network Access Control (NAC), Domain Name System (DNS) and perimeter security. Develops documentation, including design diagrams, operating procedures, standard configurations, troubleshooting and cause analysis, reports, inventories, and audit responses.

Marginal Job Functions:

**5%** Complete other required duties within the scope of this position.

**DESIRED QUALIFICATIONS:**

Knowledge of:

- Must possess a high degree of knowledge at the technical principal level in information technology architecture practices and methodologies.
- Must have knowledge of the development of an enterprise-level technology architectural framework and technology architecture domains.
- Possess knowledge and abilities in the areas of: Software and System Engineering, Project Management, and Vendor Management.
- Possess knowledge of the organization and functions of California State Government including the organization, principles, practices, and policies.
- Knowledge of applicable data privacy practices and laws.
- Extensive knowledge and abilities in the following disciplines: IT Security; Service-Oriented and Event-Driven Architecture; Systems Design; Technology Integration; Infrastructure platforms/protocols; IT project management; Research and Development methodologies; and IT operational service management, and new technology adoption.
- Demonstrate ability to become expert in lines of business, programs, and goals and develop appropriate technical solutions for the requirements of that business.

**REQUIRED SKILLS AND EXPERIENCE:**

Ability to:

- Lead, inspire, collaborate, and build trust with individuals and teams throughout the IT organization.
- Plan, organize, and direct the work of multi-disciplinary professionals.
- Balance concurrent assignments and complete assignments on time and at a level commensurate with classification.
- Make clear and concise presentations for the appropriate audience. Audiences may range from executive leadership, mid-level management, program management, administrative management, technical staff, system users and public stakeholders.
- Think through problems and visualize solutions.
- Provide quality customer service through responsiveness, innovation, competence, and teamwork.
- Demonstrate respect for co-workers by being courteous, considerate, and professional.
- Demonstrate openness and trust by being straightforward, listening respectfully, sharing information, and being receptive to new ideas.
- Demonstrate accountability by taking responsibility for one's own actions/inaction and the subsequent outcomes.
- Must have strong verbal and written communication skills, interpersonal and problem-solving skills, and possess leadership skills necessary to lead larger and complex technology projects.
- Must be able to provide technical leadership and resolve technical conflicts.
- Be detail-oriented and self-motivated, possessing strong judgment with excellent decision-making skills and excellent analytical/organization/time management skills.

**WORKING CONDITIONS:**

- Open-spaced partitioned offices
- Prolonged periods on a personal computer up to 95% of the time
- Occasionally required to move or 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

**CERTIFICATION OR LICENSE:** None