

Classification Title: CEA B	Branch/Division/Bureau: Information Technology Division
Working Title: Chief Information Officer	Office/Unit/Section/Geographic Location: Sacramento/ San Francisco/ Los Angeles
Position Number (13 Digit) / CBID: 411-100-7500-XXX	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number:	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Employee Name:	Effective Date:

CORE VALUES/MISSION: The California Privacy Rights Act of 2020 (CPRA) charges the California Privacy Protection Agency (CPPA) with protecting Californians’ privacy rights. The CPPA’s responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California’s diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) preparing for meaningful administrative enforcement of those rights.

POSITION CONCEPT: Under the direction of the Deputy Executive Director, the Chief Information Officer (CIO) is a key member of the executive team and is responsible for providing vision and leadership to the Information Technology Division. The CIO administers CPPA’s IT strategic planning process and develops and implements IT policies to meet the needs of the Agency. Additionally, the CIO provides advice and guidance to the executive leadership and the Board on IT related matters and represents the Agency at statewide IT initiatives.

The CIO is responsible for building and managing the CPPA IT organization, leading the development and management of CPPA IT strategy, supporting CPPA’s enterprise governance, supporting and leading the management of project delivery, overseeing and managing CPPA’s enterprise architecture, vendor/contract management, and overseeing IT administration activities. Develops information security programs to ensure the confidentiality, integrity, availability, and appropriate use of CPPA information assets. The CIO is responsible for leading delivery of critical customer support services, driving solution architecture for the enterprise, leading IT operations governance processes, and supporting various customers in support of departmental business needs. The CIO organizes, directs, and evaluates the activities of IT staff and contractors. A key focus is supporting the Agency in achieving strategic and tactical outcomes through the interactions between architecture, projects, vendors, and state teams.

SPECIAL REQUIREMENTS

This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

- 30% Directs the CPPA Information Technology Division. Manages overall IT posture and strategy, including overseeing IT vendor/contract management. Provides executive oversight of CPPA IT/Security policy. Participates as a key member of governance team and provides critical support and information to business leaders in support of governance decisions.
- 30% Oversees day to day IT operations, infrastructure development, security, maintenance, procurement, data, and support, Oversees the effective and efficient development, implementation, maintenance, and operations of all CPPA IT systems. Plans, organizes, and directs the development and implementation of data and technology in support of CPPA business strategy. Manages and monitors deployment, progress, scope, and costs of new and existing IT systems. Develops policy for CPPA in the areas of IT Service Management, IT infrastructure, application development, and security.
- 15% Sets goals and objectives for the IT Division that are consistent with the Agency's mission, establishes workload priorities to meet Agency needs; secures the appropriate staffing levels and classifications, and obtains the necessary tools (computer hardware and software, IT infrastructure and architecture, etc.) to effectively support the Agency's workforce. Establishes performance metrics, workload tracking and other mechanisms to inform decision making processes.
- 15% Ensures policies and procedures are in compliance with federal and State mandates. Meets and confers with oversight agencies on IT matters, IT vendors on project development and implementation issues, and program stakeholders. Responds to requests from control agencies related to the IT functions of CPPA. Builds and maintains relationships with oversight agencies, internal program customers, external partners and stakeholders.
- 5% Works with CPPA policy to achieve broader agency goals of privacy and security. Implements 'privacy by design' approach to all service offerings, balancing IT needs with those of agency mission as leading California privacy and security regulator.

MARGINAL FUNCTIONS:

- 5% Performs other job-related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

- Professional office environment.
- Some travel required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

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

Date

Printed Name