**PROPOSED**

DOR Duty Statement

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| EMPLOYEE NAME: | EFFECTIVE DATE: |
| CLASSIFICATION: Career Executive  Assignment, Level B | WORKING TITLE: Chief Information Officer |
| POSITION NUMBER: 813-008-7500-XXX | CBID: M01 |
| DIVISION: Information Technology Services | BRANCH: N/A |
| SUPERVISOR NAME: Chief Deputy Director | SECTION/UNIT: N/A |

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SPECIAL REQUIREMENTS OF POSITION (IF ANY):

Designated under Conflict of Interest Code.

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Designated Public Contact Position.

Operates motorized vehicles.

Requires repetitive movement of heavy objects.

Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***JOB SUMMARY:***

The Information Technology Services Division (ITSD) is a key member of the Department of Rehabilitation’s Executive Leadership Team and provides leadership for all of the technology services that support DOR business processes. The organization consists of two functional branches and subordinate sections that provide Information Technology (IT) systems analysis, technical support, network management and telecommunication, web services, database administration and application development, user provisioning, and administration, along with an Information Security Office, that provides information security and privacy services. These two branches and subordinate sections are directed by IT Manager I’s and IT Supervisor II’s, respectively, while the Information Security Office is directed by an IT Manager I. ITSD is committed to provide technical leadership, increased business alignment, talent, and accountability in support of all of DOR’s strategic business objectives.

Under the direction of the Chief Deputy Director, the Chief Information Officer (CIO) is responsible for ensuring that IT systems and policies meet the business needs of the programs in support of DOR’s mission and goals, while complying with applicable State and Federal policies and regulations. The CIO provides leadership and guidance to the IT Services Division, is responsible for IT policy development and implementation and, through subordinate managers, plans, organizes, directs, and manages the most critical and highly sensitive IT projects and activities.

Additionally, the CIO represents DOR’s IT interests in statewide efforts, led by the California Department of Technology, and works collaboratively with other departments’ CIOs on statewide IT initiatives. The CIO will take a lead role and will be on the forefront to actively impact statewide policies and practices that will result in accessible and usable IT systems, which will enable the hiring of more individuals with disabilities as well as ensure reasonable accommodation support and services are provided to employees with disabilities. The CIO plays a key leadership role in the IT community with both state and federal stakeholders by advocating and actively playing a strategic role in influencing and establishing policies for persons with disabilities as they relate to IT functionality, accessibility, hardware, and software.

Under the general direction of the Directorate, the CIO establishes the IT policies, standards, procedures, and priorities, working in collaboration with DOR’s Executive Leadership Team and Senior Leaders to meet program objectives and business needs.

***TYPICAL DUTIES:***

(Percentage/Essential (E) or Marginal (M) Functions)

70% (E) To further DOR’s mission to work in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living, and equality for individuals with disabilities, the Chief Information Officer will:

* Establish policies and administrative guidelines for the design and implementation of DOR’s IT technical environment, ensuring proper analysis, business integration planning, information security and privacy, and support.
* Organize work teams with DOR Executive Leadership and Senior Leaders, control agencies, other state departments and federal partners to assess IT needs, establish priorities, develop project plans, and identify and assign resources.
* Define budgetary and staffing resources, identify needs, and make final decisions on priorities within resource constraints.
* Plan, allocate, and manage ITSD’s budget allocation as well as the departmental IT enterprise budget allocation.
* Provide open and complete communication to ITSD management and all organizational units.
* Represent ITSD to the Directorate and other entities seeking information about policies and procedures.
* Serve on inter and intra departmental committees and workgroups to provide expert advice and policy guidance on IT projects.

20% (E) In order to plan, organize, and direct DOR’s IT activities, the Chief Information Officer will:

* Direct, plan, schedule, and prioritize the IT projects by setting goals and objectives for the ITSD in collaboration with the Chief Deputy Director and members of the Executive Leadership Team.
* Develop and initiate strategic plan goals to achieve those objectives.
* Monitor projects in accordance with established plans and schedules.
* Maintain partnerships with key control agencies holding delegated authority for IT projects (i.e., California Technology Agency, Office of Systems Integration, and CalHHS AIO).
* Advise the Executive Leadership Team regarding the progress and direction of IT projects.
* In conjunction with subordinate managers, decide program priorities and ensure the highest quality of work products.
* Define and establish responsibilities.
* Delegate authority and create staff accountability.
* Create and maintain a working environment that encourages mutual cooperation between the user and project teams.
* Provide leadership in best practices and the use and management of IT.
* Keep current with emerging technology potentially beneficial to DOR.

10% (E) Conduct or manage other projects or assignments for the Chief Deputy Director.

***SUPERVISION RECEIVED:***

The Chief Information Officer receives administrative direction from the Chief Deputy Director.

***SUPERVISION EXERCISED:***

The Chief Information Officer provides high level supervision to the three IT Manager Is leading the Technical Management Operations Branch, Customer Service & Admin Management Branch, and Information Security Office.

***ADMINISTRATIVE RESPONSIBILITIES:***

The Chief Information Officer is responsible for providing guidance, direction, and executive leadership to DOR’s management and staff regarding DOR’s Information Technology systems.

***KNOWLEDGE, SKILLS AND ABILITIES:***

The Chief Information Officer must have knowledge of the organization and functions of California State Government, including the organization and practices of the Legislative and Executive Branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques.

The Chief Information Officer must also have the ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and Legislative and Executive Branches; must be able to analyze complex problems; recommend effective courses of action; and prepare and review reports.

***DESIRED QUALIFICATIONS:***

* Demonstrated ability to provide sound judgment and strong leadership in making daily decisions in setting division priorities, and meeting strategic plan goals and objectives affecting the Information Technology Services Division in support of DOR’s mission and goals.
* Demonstrated ability and experience necessary to effectively manage a multidisciplinary work team of professional and administrative staff; develop, oversee, prioritize, and implement IT Policies within DOR, and play a key role in the development and implementation of Assistive Technology policies in a statewide role.
* Demonstrated experience at the managerial level with current computer industry technology and practices; knowledge and extensive experience in four of the following areas and overall knowledge in each will be weighted higher: Application Development and Maintenance, Network/Infrastructure Operations, Database Administration, Web Development and Design, User Provisioning, Information Security and Privacy, Budgets, Project Management, Administrative, and Contracts Management.
* Demonstrated ability and experience to effectively manage a multidisciplinary work team of IT professionals; ability to create a clear vision, set goals and expectations, encourage leadership, motivate initiative at all levels, and exercise sound judgment in developing and managing enterprise information technology systems in support of departmental mission, vision, and goals.
* Demonstrated ability to effectively collaborate with executives, managers, state department CIO’s, stakeholders, and control agencies. Cooperate with individuals to achieve the Department's mission, goals, and values and encourages diversity of opinions. Demonstrated ability to enhance his/her own ability and the ability of others to contribute to the goals of the Department.
* Demonstrated experience with and knowledge of the State fiscal process, human resources, purchasing rules, and an in-depth knowledge of management and supervisory techniques.
* Demonstrated experience and ability to communicate information regarding IT policy, technology, and issues effectively to management and other staff. Demonstrated ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.
* Demonstrated awareness of the Department’s critical issues and ability to anticipate and influence technology needs in the future.
* Demonstrated ability and experience to organize for success; understand how to facilitate functional needs and structure to achieve strategic plans.
* Demonstrated understanding and sensitivity of the issues around the employment of individuals with disabilities.

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| *Certification of Employee*  I have discussed and provided a copy of this duty statement to the employee named below.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name |