

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Technology Services Division			
Position No / Agency-Unit-Class-Serial 461-100-7500-001		Unit Chief Information Officer			
Class Title Deputy Director, C.E.A. Level C		Location Sacramento			
Subject to Conflict of Interest <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CBID M01	Work Week Group: E	Pay Differential	Other
<p>The Department of State Hospitals' mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.</p>					
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: The Deputy Director of the Technology Services Division (TSD) is the Department of State Hospital's (DSH) Chief Information Officer (CIO). Under the general direction of the Chief Deputy Director, Operations, the Deputy Director is responsible for policy formation and implementation for the department's statewide information technology (IT) systems and operations; plans, organizes, and directs the development, operation, security, and maintenance of IT systems; data management; IT program management, strategic planning, and IT procurement. The Deputy Director serves as the key strategic and policy advisor to the Executive team and Deputy Directors regarding automation issues, policies, trends, and participates in the development of overall departmental strategies, policies, and priorities. The Deputy Director, under the guidance of the California Health and Human Services Agency (CalHHS) Information Officer, ensures the department's IT strategies, policies and implementation are in alignment with the CalHHS strategic plan and in alignment with the policy requirements of the Department of Technology (CDT).</p>					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).				
25%	Strategic Policy Formation – Plans, organizes and directs activities to implement the department's IT infrastructure, systems and data security, enterprise-wide data architecture and data management, product management, and project management programs. Directs the development and implementation of technology-based strategies, policies, processes, and procedures that support the accomplishment of the department's mission, business strategies and objectives, align with the CalHHS IT Strategic Plan, and are in accordance with the State's IT statues, and CDT policies and standards; identifies and prioritizes IT concepts and service offerings within the IT Governance model; reviews and approves proposed IT products, projects, and services in terms of efficiency, effectiveness, benefits, costs, and consistency with the department's, CalHHS,				

	and CDT's IT strategies, policies, and standards. Annually develops, revises, and implements the department's IT Strategic Plan and Digital Roadmap. The IT Strategic Plan includes information and telecommunications technology solutions to business problems which will enhance the department's ability to deliver efficient, integrated, and coordinated services.
25%	Serves as the Director's top advisor on IT products, projects including implementing an Electronic Health Record, and policies and consults and advises the Director, Chief Deputy Directors, and other executive management on IT and data initiatives. Participates as a member of the Executive Management Team and the Governing Body in the development and implementation of department-wide policies and strategies and identifies the supporting long-term and short-term IT infrastructure needs and makes recommendations to the Directorate on IT improvements. Implements an IT project and program Governance model to ensure technology priority, project and resource alignment with the department's goals and objectives.
25%	Management of IT Operations and Technology Projects' Budget and Performance – Plans, organizes, directs, coordinates, and reviews the work of subordinate IT manager, senior level technology professionals and support staff in the TSD in interpreting and implementing technology-based statewide and departmental policies, procedures, rules and requirements. Participates in recruitment and hiring activities and ensures satisfactory performance and development of staff through regular training and performance evaluations. Provides oversight of IT projects and the qualification of project management staff; reviews, approves, and monitors all IT projects using State and departmental policies and procedures; reports on IT projects scope, schedule, cost, and quality; develops service levels and key performance indicators; and measures service performance. Manages the TSD budget; reviews monthly budget reports; and ensures established annual plans are achieved within budget. Provides leadership and serves as a primary advisor to the Directorate on the development and implementation of DSH's Electronic Health Record project.
10%	Reviews and consults with the Director's Office and the Office of Legislation on proposed or pending legislation, budget items, and other policy actions with potential impact to the TSD and the Department's policies and/or operations. Makes recommendations for appropriate courses of action related to IT and business process/data management practices as related to the interconnectivity with other department activities.
10%	Electronic Information Security – Ensures information security policies and procedures are developed and implemented to ensure technical integrity and security of new and existing IT systems, services, data and tools.
5%	Liaison to Key External Stakeholders – Serves as liaison to the CDT, Department of Finance, and CalHHS Information Office; represents the department at cross-departmental meetings and stakeholder forums focused

	<p>on technology; participates on advisory committees and the CalHHS Information Officer; and communicates the department's IT Strategic Plan to stakeholders and ensures the DSH alignment with statewide policy and strategic directions.</p>
Working Conditions	<p>Telework consistent with DSH Policy Directive 5338 and Admin-OP 5338 may be considered with prior approval from management.</p> <p>If telework is approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face-to-face meetings, and/or travel throughout California as needed, with prior notice.</p>
Other Job Requirements	<p>Use of technology, including but not limited to Microsoft Office, Teams, WebEx, Zoom, and other virtual platforms is required.</p>
Other Information	<p>The California Health and Human Services (CalHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. These competencies describe both <i>what</i> the most successful CHHS leaders do (e.g., plan and execute, solve problems, and make decisions) and <i>how</i> they do it (e.g., through the use of flexibility and interpersonal skills). These competencies are clustered under six CHHS leadership focus areas and all DSH leaders are expected to exemplify these core competencies: Personal Leadership, Communication, Teamwork, Knowledge, Decision Making and Service.</p> <p>The incumbent is expected to thoroughly understand DSH's strategic plan and be committed toward the vision, mission, goals, and values. The incumbent leads their team toward accomplishing the DSH goals and individual objectives, driving them toward the vision of caring today for a safe and healthy tomorrow. During daily work, interactions, and decisions, the incumbent must exemplify and adhere to DSH's core values of safety, treatment, responsibility, communication, respect, and empowerment.</p> <p>DSH provides support services to facilities operated within the department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. DSH facilities operate on a 24-hour, 7 day a week basis and support may be required outside of normal business hours to address emergent issues.</p> <p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability.</p>

Statement of Economic Interests / Form 700 Requirements:

The Political Reform Act requires employees who serve in this position to file a Statement of Economic Interest (Form 700) as designated in the department's conflict-of-interest code. Your Form 700 is due within 30 days of assuming office/position, annually, and within 30 days of leaving office/position. The annual Form 700 due date is determined by the Fair Political Practices Commission and is generally due on or about April 1 of each year. The statements must be submitted to the Sacramento Filing Officer. These statements are public access documents. You will receive reminders from the Sacramento Filing Officer regarding completion of the statements; however, it is your responsibility to ensure you are compliant with all regulations and requirements. For additional information regarding the Statement of Economic Interests or regulations, please contact the Sacramento Filing Officer.

Ethics Training and Compliance:

Pursuant to Assembly Bill 3022 and Government Code 11146.4, employees required to file a Form 700 Statement of Economic Interests must complete an Ethics orientation training course within six months of assuming a Form 700 designated position, and every two (2) years thereafter, by December 31 of each even numbered year. The Ethics training governs the official conduct of state officials. You will receive reminders from the Sacramento Filing Officer regarding completion and documentation of the training; however, it is your responsibility to ensure you are compliant with the required training. Your Ethics training record and certificates of completion are public access documents. For additional information regarding the Ethics training and regulations regarding this requirement, please contact the Sacramento Filing Officer.

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 Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date