

**State of California**  
**Business, Consumer Services and Housing Agency**  
**California Department of Housing and Community Development**  
**DUTY STATEMENT**

**Division:** Administration and Management Division  
**Unit:** Information Technology Branch  
**Position Number:** 401-111-7500-001 (PS 1146)  
**Classification:** Career Executive Assignment (CEA) - B  
**Working Title:** Chief Information Officer  
**Location:** Sacramento  
**Incumbent:** TBD  
**Effective Date:** TBD

**Department Statement:** 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 provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general direction of the Deputy Director, Administration and Management Division, the Chief Information Officer (CIO) has full management responsibility for the entire Information Technology Branch (ITB) and provides overall direction in planning, organizing, and leading the ITB. The CIO is responsible for all strategic planning, policy development, IT security, projects, and goal setting and ensures successful operation of the technology systems that support the operations of HCD. The CIO implements departmental and statewide IT and security policies, as well as the most complex information technology and telecommunication projects and systems.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	The CIO is responsible for the development, establishment, and administration of all HCD technology and IT security-related policies and standards necessary for attainment of the HCD mission, goals, and objectives. The CIO oversees the implementation and adherence to statewide technology and security policy standards, instructions, and guidelines including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, the State's IT Strategic Plan, IT-related Executive Orders, IT-related Budget Letters, IT-related management memos, and related memoranda.
25%	The CIO provides direct oversight and is responsible for the largest, most complex, and critical IT system development and technology and security improvement projects. Implements new IT projects by collaborating closely with HCD executives and staff to enable effective deployment and enhancement of HCD's major IT systems, including the Consolidated Housing Accountability Application

Procurement Project (CHAAPP), Consolidated Automated Program Enterprise System (CAPES), and the Codes and Standards Automation System 2 (CASAS 2). Evaluates new technology concepts and security systems and determines their applicability for HCD. Adheres to statewide policies and expectations when developing and delivering critical IT systems.

15% The CIO is responsible for providing leadership and management in the development of IT strategic plans, ongoing evaluation of systems and data, goal setting and establishment of ITB practices. Manages and provides ongoing support for expanding data and digital services, both internal and external to the Department. The CIO serves as a performance management and IT consultant to the Director and executive management, evaluating metrics and advocating for cost-effective means to improve Department services.

10% The CIO represents HCD before the California Department of Technology and prepares and approves written correspondence and reports, such as budget change proposals and project stage gate documents, as required for CDT and other control agencies. Oversees the procurement of IT products and services for the department.

10% The CIO creates and maintains a team of talented IT professionals and fosters an environment of trust and success, where highly qualified and high-performing staff are retained. The CIO establishes and upholds a culture of client service to internal and external stakeholders, training staff on how best to serve clients.

5% The CIO chairs the Department's Information Technology Steering Committee (ITSC) and ensures IT resources are aligned with the priorities and strategies set by the ITSC. The CIO provides technology expertise for the ITSC, including advice, guidance, and direction in areas of technology, security, and IT services. Participates as a voting member on all ITSC activities.

**% of Time**

**Marginal Functions:**

5% Meets as appropriate with the HCD executive and senior leadership teams to share information and formulate IT projects and services. Conduct periodic meetings to keep staff apprised of branch and departmental updates. Perform other related duties, as assigned, to ensure efficient and effective achievement of organization's goals and objectives.

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% statewide travel may be required.

**Supervision Exercised:** The incumbent directly supervises a variety of IT professionals in the IT Manager I and IT Manager II classifications. May also manage vendors in their performance of work activities associated with the ITB. May also collaborate with multi-

disciplinary teams drawn from ITB and other HCD divisions to ensure success of IT projects and services.

**Conflict of Interest (COI):** Form 700 reporting required.

**Background Check:** None.

**Live Scan:** Required.

**Bilingual, specify language:** None

**License/Certification:** None.

**Medical Clearance:** None.

**Other, please specify:** The incumbent must possess experience in systems analysis, management analysis, project management, personnel management, and California Department of Technology policies and procedures. The CIO must adhere to statewide technology and security policy standards, instructions, and guidelines including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, the State's IT Strategic Plan, IT-related Executive Orders, IT-related Budget Letters, IT-related management memos, and related memoranda. Additionally, the incumbent must have effective oral and written communication skills and strong planning, problem solving, and organizational skills.

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

**Working Conditions (In Office):** The incumbent works in an office setting in an air conditioned, high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

**Working Conditions (Telework):** The incumbent is required to maintain safe working conditions at the approved alternate work location and abide by the Department's Ergonomic Program guidelines and agrees to maintain a distraction-free remote work environment.

**Administrative Responsibility:** The CIO is responsible for all management functions of the branch, the maintenance of effective policies and procedures, and organizational structure and staffing.

**Personal Contacts:** The CIO has frequent contact with the Deputy Director, Administration and Management Division, to report on Branch activities and project progress, and regular contact with the Chief Deputy Director and Director of HCD. Additionally, the CIO will represent the Department in discussing, analyzing, and resolving critical issues related to the Department's information processing activities before the Business, Consumer Services, and Housing Agency, the California Department of Technology, Department of Finance, Department of General Services, and the Governor's Office. Additionally, the CIO will have contact with IT vendors, consulting firms, and members of the public.

**Consequence of Error:** The CIO exercises judgment in making decisions affecting all aspects of the IT Branch and all information processing and security aspects of the Department. Poor judgment and decisions can adversely impact the entire Department's operations by affecting the way information within HCD is processed. Such actions could also diminish public trust and the Department's ability to obtain control agencies' approval for information technology projects and procurements.

**Diversity, Equity and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity and inclusion (DEI) which includes being committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat others with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they interact with during work hours, during work-related activities, and anytime they represent the Department, either directly or indirectly. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.