**Position #:**

**Effective Date:**

**OFFICE OF PLANNING AND RESEARCH**

**DUTY STATEMENT**

**Classification: Assistant to the Governor**

**Working Title: Chief Information Officer**

**Salary: $10,421 - $12,668**

**OFFICE OF PLANNING AND RESEARCH**

The Office of Planning and Research (OPR)serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency.OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR’s budget programs include State Planning and Policy, the Strategic Growth Council, California Volunteers, the Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor.

Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SCOPE:**

Under the broad direction of OPR Director and the Chief Deputy Director, the OPR Chief Information Officer (CIO) has overall responsibility for the information technology (IT) activities that support OPR’s critical lines of business, which includes IT Project and Portfolio Management; Network and Client Services; Web and Application Development; IT Procurement and Contracting; and IT Infrastructure, Security & Privacy Services, and Fiscal Operations.

**SPECIFIC DUTIES:**

The CIO is the highest-level of IT authority within OPR and has broad authorization for formulating and implementing IT policies and practices which have significant impact on OPR Programs. The CIO is responsible for the development of departmental IT strategic direction, technology operations, and technology recovery plans and programs that support and align with the business goals and objectives of the OPR.

The specific duties are as follows:

* Provides vision, leadership, and technical direction for the development of the office’s IT team, infrastructure and applications.
* Develop and hire ITU team, develop recommendations for and final development of the office’s IT infrastructure to enable separation from the Governor’s Office IT infrastructure and support.
* In collaboration with other OPR budget program leads, identifies and prioritizes technology initiatives in support of the mission and OPR budget programs.
* Manage the end-to-end delivery of IT services to customers. This includes all the processes and activities to design, create, deliver, and support IT services in accordance with OPR, state and federal policies, law, rules, and regulations.
* Plans, organizes, directs, and manages all activities and commitments for the ITU.
* Review and approve IT managers schedules, timesheets, leave and work schedules.
* Provides a high degree of expertise in developing and implementing major new programs and related policies for the State by providing technical guidance to Executive Staff of the office and OPR budget program leads.
* Ensures the office’s technology systems adequately and appropriately support current and future business needs by continually developing and maintaining its information technology systems.
* Make decisions regarding IT budget including contract renewals.
* Make decisions regarding IT budget including contract renewals.

**35%** This position oversees all office technology planning, development, and implementation including Enterprise Architecture; website and systems development; IT governance and project management; and operational plans; provides oversight and leadership to office-wide technology projects and initiatives; provides continuing information technology support services office-wide; and oversees departmental technology operations and staff in support of the Offices’ mission critical programs and systems. This position will implement and monitor ITU's action plans and performance measures in support of the Office’s Strategic Plan by ensuring alignment with business strategies, implementation of effective risk management and mitigation, and optimization of technology investments with measurable program results.

**30%** The position formulates policy, recommends innovations, and has decision-making authority for increased efficiency and effectiveness related to departmental enterprise and integrated statewide technology initiatives and solutions. This position is responsible for apprising and advising the Director, Chief Deputy Director, budget program Executive Directors and the Chief Services Officer on highly sensitive, political, and complex technology issues and potential problems. This position provides technology direction and consultation to the Office's executive management team, Information Security and Privacy Officer, IT management team, contractors, and program staff on all facets of IT policy, planning, management, and operations.

**20%** This position promotes alignment and ensures Office conformity with State level Cybersecurity, Enterprise Architecture, and technology portfolio and initiatives. This position collaborates and builds effective partnerships with statewide technology leaders and control agencies and offices including the California Government Operations Agency, Office of Digital Innovation, California Department of Technology, Department of Finance, Department of General Services, California Office of Emergency Services and the Governor’s Office Information Technology Unit.

**10%** Performs the full range of supervisory duties by evaluating the performance of IT managers and staff and taking and/or recommending appropriate action when necessary. Responsible for planning, organizing, directing, and reviewing the work of the ITU staff.

**5%** Marginal functions:

* Liaison between OPR, control agencies and other governmental agencies to initiate various tasks related to information technology management and development. Reviews proposals and correspondence; identifies and develops key information regarding IT issues and ensures it is current and accessible for decision-making for management. Provides feedback to staff and advises management on the impact.
* Participate in staff meetings, attend training, provide work status reports, serve on inter-agency working groups, and perform other duties as assigned.

**WORK WEEK GROUPS**

**This is an “Exempt” position that is served at the pleasure of the Governor.**

Incumbents apart of Work Week Group 2, I.e., Office Tech, Junior Staff Analyst Assistant IPA, Associate IPA. Overtime for employees in these classes are not eligible for exemption under Section 7K of the Fair Labor Standards Act (FLSA), as defined all hours worked in excess of 40 hours in a period of 168 hours or seven consecutive 24-hour periods.

Incumbents apart of Work Week Group “E”, I.e., Staff IPA, Senior IPA, Senior Projects Analyst, Senior Advisor, Assistant to the Governor, Senior Assistant to the Governor. In included classes that are exempted from coverage under the FLSA because of the “white-collar” (administrative, executive, professional) exemptions. To be eligible for this exemption a position must meet both the “salary basis” and the “duties” test.

There are seven WWGs; however, only two apply to OPR employees, **WWG2 and WWGE**.

**Equity, diversity, and inclusion:** This position helps to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences. Support our organizational equity goals in your day-to-day work regardless of where you are located within the organization.

**I have read and understand the duties listed above and can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with your hiring supervisor. If unsure of a need for reasonable accommodation, inform your hiring supervisor, who will discuss your concerns with the Personnel Office.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee 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 Signature Date