DUTY STATEMENT

Employee Name:	Position Number: 580-150-1405-031
Classification: Information Technology Manager I	Tenure/Time Base: Permanent / Full-Time
Working Title: Enterprise Data and Analytics Services Chief	Work Location: 1616 Capitol Ave. Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Enterprise Architecture Services Section/ Enterprise Data and Analytics Services Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

Under the general direction of the Information Technology Manager II (ITM II), Chief, Enterprise Architecture Services Section, the Information Technology Manager I (ITM I), Chief, Enterprise Data and Analytics Services Unit (EDASU), is responsible for the oversight and direction of EDASU; provides leadership and guidance to staff and vendor partners; develops and maintains information architect standards, roadmaps, and future state strategies; guides work related data

sourcing/collection, data modeling, data pipeline development; and improves analytics capabilities for the Department.

Special Requirements

☒ Conflict of Interest (COI)

☐ Background Check and/or Fingerprinting Clearance

☐ Medical Clearance

☐ Travel:

☐ Bilingual: Pass a State written and/or verbal proficiency exam in

☐ License/Certification:

☐ Other:

Essential Functions (including percentage of time)

35%   Leadership, Policy, & Strategy

Plans, organizes, directs, monitors, and matures the activities of the Enterprise Data and Analytics Services program. Responsible for providing leadership, vision, and direction to highly technical staff including data engineers, data modelers, data integrators, and platform administrators.

Leads the development and facilitation of data policies, standards processes/procedures, and oversees execution of product and feature roadmaps related to data. Develops and matures the Department's Data Strategy Plan, roadmap, and data pipeline governance. Responsible for developing and maintaining a data and analytic request intake framework and governance process. Defines and develops data and analytic performance metrics, key performance indicators (KPIs), and dashboards to measure, mature, and communicate the quantity, velocity, and value of the Department's data and analytics services. Utilizes an iterative process to incrementally improve the data and analytics capabilities of the Enterprise Data and Analytics Services Unit, team, and vendor partners starting with minimum viable functions.

Partners with the CDPH Chief Data Officer, builds strong relationships with other department program leaders, as well as other ITSD Branches/Sections to ensure the team meets expectations and contributes to achieving the Department's business goals. Adapts to changing business needs and processes with supporting technologies. Builds a foundation of Data Literacy and Data Culture for both business and IT team members of the department through various means such as communication plans, training, and presentations. Clearly communicates complex technical information in a variety of formats and forums to stakeholders and executives.

30%   Services Delivery and Data Governance Oversight

Responsible for the team in administration and execution of the data and analytics services and the portfolio of deployed data tools, applications, and analytics capabilities to meet target service level agreements. Accountable for the development and execution of an enterprise data and analytics roadmap to consolidate, migrate, mature, and innovate the portfolio of data tools, applications, and analytics capabilities from its current state to its future state.

Actively collaborates with the Chief Data Officer as well as other IT Branches/Sections to incrementally implement the CDPH Data Governance Oversight program. Tasks may include the following:

- Set, share, and communicate the Data Governance Oversight Program.
- Provide training in Data Governance goals, processes and tools.
- Identify, define, train, and support CDPH Data Owner, Data Stewards and other key data related roles.
- Develop, share, train CDPH on Data Standards, Guidelines, and Templates.
- Manage and resolve conflicts related to data ownership, data quality rules, data classifications, and business/data glossary definitions.

20%   Collaboration & Coordination

Builds relationships and collaborations across diverse stakeholders and subject matter experts. Understands, prioritizes, and balances multiple stakeholder priorities. Works with the Information Security Office (ISO) to ensure platform products are effectively secured and risks are mitigated. Enhances service delivery techniques by promoting collaborative development, develops user story strategies, and operates a metric-driven environment. Collaborates with the Enterprise Architects, Enterprise Portfolio Management Office, business program leaders, and other subject matter experts to plan future projects, department initiatives, and other strategies. Emphasizes a customer focus through ownership and collaboration.

10%   Resource Demand Management, Upskilling & Retention

Demonstrates strong talent management skills, including talent development, mentoring, and team motivation. Develops a workforce strategy to meet the current and future data needs, with the goal of expanding the team and being its own branch. Identifies and addresses upskilling gaps and needs in resources and develops training strategies and plans. Monitors resource allocation across teams to ensure each team has the skills and capabilities needed to achieve their objectives. Builds a culture that supports continuous learning, collaboration, and transparency.

Marginal Functions (including percentage of time)

5%   Performs other job-related duties as assigned.

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.		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.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
HRD Use Only: Approved By: CW	Date 2/10/2023		