

State of California
Department of Resources Recycling & Recovery (CalRecycle)
CalRecycle 109A (Rev. 7/14)

DUTY STATEMENT			
Classification: CEA A		Position Num	ber: 1807500001
Division/Office/Section: Information Technology Services Branch			
Location: Sacramento	Effective Date:		
Employee's Name:	Supervision	Exercised:	⊠ Yes □ No
Supervisor's Name: Brandy Hunt			
Collective Bargaining Identifier (CBID):			

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

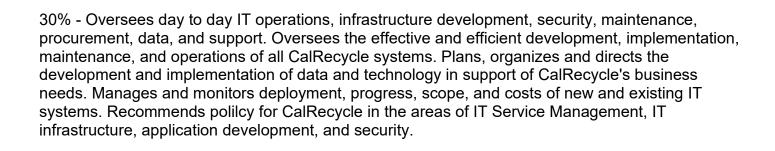
POSITION DESCRIPTION:

Under the direction of the Deputy Director, Administration Finance and Information Technology Services Division, the Chief Information Officer (CIO) is responsible for providing vision and leadership to the Information Technology (IT) Services Branch. The CIO provides recommendations on the IT strategic planning process and develops and implements IT policies to meet the needs of the Department of Resources Recycling and Recovery (CalRecycle).

The CIO is responsible for building and managing the CalRecycle IT organization, leading the development and management of CalRecycle IT strategy, supporting CalRecycle's enterprise governance, supporting and leading the management of project delivery, overseeing and managing CalRecycle's enterprise architecture, vendor/contract management, and overseing IT administration actiities. Develops IT security programs to ensure the confidentiality, integrity, availability and appropriate use of IT assets. The CIO is responsible for leading delivery of critical customer support services, driving solution architecture for the enterprise, leading IT operations governance processes, and supporting various customers in meeting departmental IT business needs. The CIO organizes, directs and evaluates the activities of IT staff and contractors.

ESSENTIAL FUNCTIONS

30% - Directs the CalRecycle Information Technology Branch. Manages overall IT posture and strategy, including overseeing IT vendor/contract management. Provides oversight of IT Security and is the key manager of IT governance including the support and recommendation of governance decisions.



15 % - Sets goals and objectives for the IT Branch that are consistent with CalRecycle and the California Environmental Protection Agency's mission, vision and goals. Establishes workload priorities to meet CalRecycle needs; secures the appropriate staffing levels and classifications, and obtains the necessary tools (computer hardware and software, IT infrastructure and architecture, etc.) to effectively support CalRecycle's workforce. Establishes performance metrics, workload tracking and other mechanisms to inform decision making processes.



5% - Represents the Deputy Director of Administration Finance and Information Technology Services Division in their absence.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:	
Employee Signature:			
I certify that the above accurately represent the duties of the position:			
Supervisor Signature:		Date:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:			
C&P Analyst:	Date App	te Approved:	

SPE	CIAL REQUIREMENTS OF POSITION (IF ANY):
\boxtimes	Designated under Conflict of Interest Code.
	Duties performed may require annual physical.
	Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
	Requires the utilization of a self-contained breathing apparatus.* Operates heavy motorized vehicles.*
H	Requires repetitive movement of heavy objects.*
Π	Performs other duties requiring high physical demand.* (Explain below)
_	*May require a pre-employment medical examination.
ESS	ENTIAL FUNCTIONS OF POSITION
	VISION – You must have sufficient vision to perform the following duties: identify resource requirements
	and prepare supporting materials; monitor all division contracts; develop training programs and examination
	planning; review legislation, prepare and initiate personnel transactions.
	HEARING – Your hearing must be sufficiently acute to perform following duties: perform phone
	consultations; take oral instructions from division management and personnel in other divisions
	SPEECH – You must have sufficient ability to speak to perform following duties: report budget, personnel,
	legislation, training, and administrative issues to management; speak on the phone; interact with division
	staff
	CARDIAC/CIRCULATORY SYSTEM – Your cardiac/circulatory system must be in sufficient condition to
	perform the following duties:
	RESPIRATORY SYSTEM - Your respiratory system must be in sufficient condition to perform these duties:
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	ORTHOPEDIC – You must have the ability to use the following selected body parts – a. neck, b. shoulder,
	c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to
	perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, l, j, k, l, m, n); and, use of
	appropriate body parts to perform other duties of this position
	MANUAL DEXTERITY – You must be able to perform the following duties involving manual dexterity: use
	the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
	BENDING, STOOPING, KNEELING – You must be able to bend at the knee or waist, stoop, and kneel to
\boxtimes	perform the following duties: SITTING OR STANDING – You must be able to sit or stand for extended periods of time to perform the
	following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division
	administrative duties that are mandatory for this position
	LIFTING – You must be able to lift up to pounds to perform the following duties:
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\boxtimes	CONCENTRATION – You must be able to continuously concentrate to perform the following duties:
	develop division budget and work plans; research civil service classifications; analyze organizational
	structure; maintain and develop division administrative policies; develop priorities for use of division's line
	item expenditures; prioritize and monitor division contracts; develop and coordinate division training
	programs; review legislation EQUILIBRIUM/BALANCE – You must be able to perform the following duties in such a manner that you do
	not jeopardize the safety of others:
	LOSS OF AWARENESS OR CONSCIOUSNESS - You must be able to perform the following duties in
	such a manner that you do not jeopardize the safety of others:
	CONTAGIOUS OR COMMUNICABLE DISEASE - You must be able to perform the following duties in such
	a manner that you do not jeopardize the safety of others:
	DRIVING OR OPERATING DANGEROUS EQUIPMENT – You must be able to drive or operate dangerous
ш	equipment to perform the following duties:
	Do you have any other physical or mental condition or limitation not listed above that prevent you
	from performing the essential functions of this position as described in this job description?
FMP	LOYEE CERTIFICATION
	Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or
ш	mental condition or limitation that prevent or otherwise impair me from doing so.
	Yes, I am able to perform all of the above-listed essential functions of the position, but will require
	reasonable accommodation in order to do so.
	No, I am unable to perform one or more of the above-listed essential functions of the position, even with
	reasonable accommodation.
	I am not sure if I am able to perform on or more of the above-listed essential functions of the job.
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