



DUTY STATEMENT	
Classification: CEA A	Position Number: 1807500001
Division/Office/Section: Information Technology Services Branch	
Location: Sacramento	Effective Date:
Employee's Name:	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 overseeing IT administration activities. 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.

30% - Oversees day to day IT operations, infrastructure development, security, maintenance, procurement, data, and support. Oversees the effective and efficient development, implementation, maintenance, and operations of all CalRecycle systems. Plans, organizes and directs the development and implementation of data and technology in support of CalRecycle's business needs. Manages and monitors deployment, progress, scope, and costs of new and existing IT systems. Recommends policy for CalRecycle in the areas of IT Service Management, IT infrastructure, application development, and security.

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.

15% - Ensures policies and procedures are in compliance with federal and state mandates. Meets and confers with oversight agencies on IT matters, IT vendors on project development and implementation issues, and program stakeholders. Responds to requests from control agencies related to the IT functions of CalRecycle. Builds and maintains relationships with oversight agencies, internal program customers, external partners and stakeholders.

5% Works to balance IT needs with those of the mission of CalEPA and CalRecycle.

MARGINAL FUNCTIONS

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: Employee Signature:	Date:
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 Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- 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.*
 - Requires repetitive movement of heavy objects.*
 - Performs other duties requiring high physical demand.* (Explain below)
- *May require a pre-employment medical examination.
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ESSENTIAL 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:
 - 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, i, 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 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:
 - 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 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?**
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EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or 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.

Signature

Date