

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
CHIEF, OFFICE OF TECHNOLOGY SERVICES / STATE CHIEF TECHNOLOGY OFFICER

Name:
Effective Date: xx/xx/2023

SCOPE:

Under the general direction of the Chief Deputy Director/Deputy State Chief Information Officer (CIO), Department of Technology, the Chief, Office of Technology Services (OTech)/ State Chief Technology Officer (CTO), serves the common technology needs of Executive Branch agencies and other public entities with accountability to customers for providing secure services that are responsive to their needs and represent best value to the State. The State CTO shall be appointed by, and serve at the pleasure of, the Governor.

OTech is the State's only general purpose data center, which has consolidated the data processing services for most State departments. The OTech services are of critical importance in meeting the 300+ customer departments' program objectives. The OTech provides data processing services, investigates emerging and advanced technologies and provides technical consulting services for our customers. The State CTO is responsible for reducing the cost of doing business and improving efficiency.

ESSENTIAL FUNCTIONS

The incumbent is required to have extensive knowledge of organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of problem solving; principles and practices of policy formulation and development; personnel management techniques. The incumbent is also required to exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; work under pressure to meet deadlines.

SPECIFIC DUTIES:

In order to solidify the Department of Technology's mission to become a customer centric organization in the delivery of agile, cost effective, innovative, reliable, and secure technology services for the state of California, the incumbent will:

- 30% Consult and advise the Governor's Office executive management staff, Department of Technology, the Legislature, the Department of Finance, and the client community on policy direction and the proven and advanced technological methods for improving government efficiency through the use of information technology (IT). Develop and implement policies relating to agency-wide IT operations, make policy decisions affecting the operations of the data center.
- 30% Advise the Chief Deputy Director/Deputy State CIO and Director/State CIO in the formulation of state IT policy to ensure that the state's IT polices are properly formulated and implemented. Function in a consultative role with the Chief

Deputy Director/Deputy State CIO relative to state and Office initiatives, policies, and standards in support of the Department of Technology's goals and objectives. Advise the Chief Deputy Director/Deputy State CIO and Director/State CIO regarding major issues confronting the Department.

- 30% Serve on statewide councils and task forces designed to develop IT strategy and policy direction for the State. Direct and manage the executive staff, which consists of three Deputy Directors, the Deputy CTO, and Administrative and Office Support Services.
- 10% Represent the Department of Technology and the Chief Deputy Director/Deputy State CIO in meetings with control agencies and with clients such as members of the Governor's Office, Legislature, departmental Directors, and other high-level public and private officials, as required. Appear before the Legislature concerning the Department's annual budget and on other matters as necessary.

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

Chief, OTech /State CTO

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Chief Deputy Director/Deputy State CIO

Date

H/R Analyst _____