DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Manager II	Working Title Chief Governance and Performance Management
Employee Name Vacant	Position Number 791-210-1406-001
Project/Division Name Enterprise Operations Division (EOD)	Supervisor's Name Bob Huskison
Unit Governance and Performance Management	Supervisor's Classification CEA Deputy Director, Enterprise Operations
Physical Work Location 2495 Natomas Park Drive, Suite 540	Duties Based on: ☒ Full Time ☐ Part Time - Fraction
Revision Date 4/1/2023	

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Requires Fingerprinting & Background Check

☐ May be Required to Work in Multiple Locations   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.)*:

n/a

3. DUTIES AND RESPONSIBILITIES OF POSITION

IT Domains used:

☒ Business Technology Management   ☐ Information Technology Project Manager

☐ Client Services   ☐ Software Engineering

☐ Information Security Engineering   ☐ System Engineering

Summary Statement:

Under the administrative direction of the Deputy Director, Enterprise Operations, the Chief of Governance and Performance Management is a member of the OSI leadership team and is responsible for:

- execution of Agency-wide governance
- creation and implementation of both the CalHHS and OSI performance measurement programs
- leadership for enterprise strategic initiatives and projects with cross-department and Agency impact and
- analysis and promulgation of State IT Policy changes.

Percentage of Duties	Essential Functions
35%	**Governance** Serve as the California Health & Human Services Agency (CalHHS) Governance program lead. Represent the OSI on Governance subcommittees and Governance-related activities. Coordinate the CalHHS IT Investment Review Committee (IRC) and the CHHS Interdepartmental Advisory Council (IDAC) including planning and facilitating meetings, member training, and coordinating feedback. Collaboratively foster the maturation of the IRC, IDAC, and subcommittee processes maintaining

	alignment with CalHHS Agency Guiding Principles, Strategic Priorities, and the CalHHS IT and Data Strategy. Cultivate related deliverables that are defined, prioritized, and acceptable to the Advisory Council. Partner with CalHHS Governance leadership (including Directors, Chief Deputy Directors, and Agency leadership) to implement policy decisions, including the communication of internal and external governance outcomes.
35%	**Performance Measurement** Develop, implement, and manage the CalHHS Agency Performance Measurement and Reporting program and framework including objectives, policies, procedures, training, and communications. Components of the program include: • CalHHS IT and Data Strategy • CalHHS Governance (including IDAC) • Office of Technology and Solutions Integration (OTSI) external performance (including project portfolio, consulting engagements, and center of excellence) • OTSI internal performance (including EOD operations) Collaborate with CalHHS departmental users as needed to accelerate their adoption of the framework, gather feedback, incorporate best practices, and/or gather accomplishments.
15%	**Enterprise Strategic Initiatives** Lead assigned strategic initiatives with cross-department and Agency impact as identified by Agency leadership and the Advisory Council, including ad hoc efforts related to improving the operational efficiency and effectiveness of cross-department activities. Establish and execute a collaborative process to support the prioritization and governance related to technology solutions or services that can potentially be shared across Agency's departments. Develop the necessary planning, contracting and implementation documents associated with selected shareable solutions. Plan, lead and monitor key compliance activities impacting departments, engaging other OTSI functions as appropriate.
10%	**Policy** In collaboration with CHHS Governance leadership and associated members, the incumbent will provide consultation to Agency-level policy development. Serve as an advisor to the Agency Information Officer (AIO) to provide perspective on policy decisions that impact department programs and information technology (IT) projects and operations. Advise and consult with the OTSI Leadership and department Chief Information Officers concerning issues of significant statewide policy impact and/or sensitivity. Coordinate Agency engagement in influencing Statewide policy development (including Technology Letters), working with key stakeholders and other OTSI functions. Oversee appropriate state policy requirements and manage annual policy-related reporting activities.
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: 1-25%
Other:	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)*

   Directly – 1 Staff Services Manager I and 1 Staff Services Analyst

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)	
Employee's Signature	Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print) Bob Huskison	
Supervisor's Signature	Date

HRD USE ONLY

7. Human Resources Division Approval

	HR Analyst Initials	Date Approved
☐ Duties meet class specification and allocation guidelines. ☒ Exceptional allocation, 625 on file.	CR	4/19/2023

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

*   If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**   AFTER SIGNATURES ARE OBTAINED:
  - **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
  - **PROVIDE A COPY TO THE EMPLOYEE**
  - **FILE A COPY IN THE SUPERVISOR'S DROP FILE**