



Duty Statement

Classification: **Career Executive Assignment (CEA Range B)**

Position Number: **275-810-7500-003**

HCM#: **2066**

Branch/Section: **Information Technology Services Branch / Enterprise Solutions Development Division**

Location: **Sacramento, California**

Telework: Office-centered

Working Title: **Chief Technology Innovation Officer**

Effective Date: **January 1, 2022**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Information Technology Service Branch (ITSB) provides the technology services that support the CalPERS lines of business. The ITSB organization includes technology infrastructure, operations, enterprise solutions, and security. ITSB's mission is to add business value by delivering high-quality services, developing partnerships, and contributing to business efficiencies while optimizing the staff/employer/member experience. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability to support CalPERS strategic business objectives.

Under the general direction of the Chief Information Officer (CIO) of the Information Technology Services Branch (ITSB), the Chief Technology Innovation Officer (CTIO) serves as a member of the IT senior leadership team and provides direction and policy guidance to the Enterprise Solutions Development Division (ESDD) of the ITSB. The CTIO focuses on automation of business processes and information access. The CTIO has broad authority and management responsibility for achieving synergies between custom-developed applications, Modified Off-The-Shelf (MOTS) applications, low-code/no-code platforms, dynamic portal content, intelligent forms, and data. The CTIO aligns services responsible for myCalPERS development and support, Enterprise Resource Planning and Support, Investment Technology Support, Business Relationship Management (BRM), User Experience and Accessibility Compliance. The CTIO represents CalPERS with various State and public agency entities and provides consultation and advice to high-level program managers, Executive Staff, and the Board of Administration. The Career Executive Assignment – CTIO works primarily in the Software Engineering domain.

Essential Functions

- 35% Provides technology strategy, vision, and roadmap in alignment with the enterprise digital business strategy. Identifies emerging technologies and leads technology innovation to explore how these emerging technologies can transform the business. Leads, provides direction, and adopts an agile, Dev-Sec-Ops-orientated approach to innovative solutions delivery for the enterprise. Leads the identification, evaluation, and implementation of innovative technologies and solutions to address business challenges and create new opportunities. Foster a culture of innovation throughout the organization. Oversees and provides policy direction to the collection of new business process requirements including conceptualization, documentation, and use case development for every process deemed appropriate for automation; maintains and updates business process documentation for existing automated functions; oversees the process of designing and implementing solutions to achieve desired business processes and functionality. Pilots and build digital business platforms.
- 25% Oversees and provides leadership and policy direction to the business activity definition and monitoring function in which requirements are identified for monitoring business processes to assure efficacy; provides implementation policy direction concerning what activities and outcomes can and should be monitored and to what level of detail and determines possible uses for the resulting data. Provides policy oversight and manages

the web infrastructure including support, business functionality, user-interface, navigation, and design and implementation of electronic forms and surveys; assures compliance with Americans with Disabilities Act (ADA) requirements for web access and use. Collaborate with cross-functional teams to drive innovation projects and initiatives. Improves and digitizes the overall member experience.

- 20% Oversees and provides leadership and policy direction to enterprise resource planning, investment technologies, user experience, accessibility and compliance and other enterprise functions. Conducts research and analysis to evaluate the feasibility and potential impact of adopting new technologies. Collaborate with research institutions and technology partners to explore new ideas and drive innovation to generate value for the organization. Establish and maintain technology governance frameworks, policies, and procedures are followed. Ensure compliance with relevant regulations and industry standards. Ensures that the appropriate risk assessments are made when introducing new information and operational technology into the organization. Develop and maintain a technology roadmap that aligns with the organization's strategic objectives. Prioritize and manage technology projects, ensuring resource allocation, budget adherence, and timely delivery of results. Provide leadership and direction to enterprise solution implementation efforts.
- 10% Attract, develop, and retain top technology talent. Build and lead high-performing teams that can drive innovation and delivering on technology initiatives. Define key performance indicators (KPIs) and metrics to measure the effectiveness and impact of technology innovation initiatives. Provide regular reports and updates to executive management and stakeholders. Stay updated with the latest advancements in technology and industry best practices. Encourage continuous learning and professional development within the technology organization.
- 10% Define annual budgetary needs and make final decisions on budget estimates. Develop strategic and business plans to align with organizational objectives. Consult with and advise management and other interested parties on a variety of subject matter areas, translating IT terms into everyday language.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**