

Current
 Proposed

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Career Executive Assignment (CEA), Level B	Working Title Assistant Deputy Director
Employee Name Vacant	Position Number 791-753-7500-001
Project/Division Name Child Welfare Digital Services (CWDS) Division	Supervisor's Name Cynthia Tocher
Unit	Supervisor's Classification CEA C
Physical Work Location 2870 Gateway Oaks, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>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.):</p> <p>N/A</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the administrative direction of the Deputy Director, CWDS, the Assistant Deputy Director, Child Welfare Services-California Automated Response and Engagement System (CWS-CARES), provides executive leadership and direction to the CARES-Live and the development and maintenance of its replacement system, CWS-CARES. The Assistant Deputy Director will oversee the development, implementation, and maintenance and operations of these systems. The California Child Welfare Services (CWS) program is dedicated to serving children, youth, and families with the goal to safeguard, strengthen and preserve families, encourage personal responsibility, and foster independence. The CARES-Live consists of the Child and Adolescent Needs and Strengths (CANS) tool, Facility Search, and Child Welfare History Snapshot product feature sets.</p>	
Percentage of Duties	Essential Functions
30%	<p>Provides day-to-day operational leadership, guidance and strategic direction to the CWDS Project to ensure project and organizational objectives are accomplished via effective project management. Plans, directs and oversees the project, and ensures deliverables and functionality are achieved.</p> <p>Provides high level oversight of State and consultant resources and multi-functional workload assignments to ensure schedules, budgets, issues and risks are immediately identified, documented, mitigated and resolved. Provides high level direction, leadership and overall project management to ensure organizational objectives are completed. Works with the CWDS Deputy Director to establish the development of information technology policy, procedures, and processes.</p>
25%	<p>In conjunction with the CWDS Deputy Director, has state signature authority for the CWS-CARES project. Responsible for the evaluation and acceptance of all contracted deliverables, services and invoiced charges. Responsible for ensuring that systems integrator and other contractors' performance meet the terms and conditions of the State's CWS-CARES and CARES-Live contracts.</p>

<p>25%</p> <p>15%</p>	<p>Ensure effective management of all resources assigned to the project—state, prime vendor, and consultant staff. Oversees the change control meetings. The Assistant Deputy Director has the authority to make decision on all changes unless the magnitude of change requires the review and approval of the project sponsors and/or the CWDS Deputy Director. Reviews and resolves project issues not resolved at lower levels.</p> <p>In conjunction with the CWDS Deputy Director, liaises between the project and the Project Sponsors and CARES Board of Directors (BOD), escalates decisions and issues as needed. Coordinates division related issues with other efforts. Communicates project progress to the BOD. Serves as the central point of external communication and coordination for the division. Provides strong advocacy for the CWS-CARES project with external stakeholders, state and federal government, and the public. Represents California in statewide and national conferences and meetings. Effectively communicates with and develops/maintains excellent working relationships with a diverse group of stakeholders to ensure project status and strategic direction is shared and project-related interests are protected and met.</p> <p>Acts/serves as the CWDS Deputy Director in their absence.</p> <p>Performs various supervisory responsibilities related to staff management and development. Evaluates necessary staff resources and training needs. Establishes and implements performance standards and expectations by conducting probationary reviews, annual Individual Development Plans, constructive intervention, corrective and disciplinary actions and training to enhance personnel growth. Provides advice and consultation to staff on the most difficult and sensitive work issues.</p>
<p>Percentage of Duties</p>	<p>Marginal Functions</p>
<p>5%</p>	<p>Perform other duties as assigned.</p>

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

<p>Standing: Infrequent (7-12%)</p>	<p>Sitting: Frequent (51-75%)</p>
<p>Walking: Occasional (13-25%)</p>	<p>Temperature: Temperature Controlled Office Environment</p>
<p>Lighting: Choose an item.</p>	<p>Pushing/Pulling: Not Applicable</p>
<p>Lifting: Not Applicable</p>	<p>Bending/Stooping: 1-25%</p>
<p>Other: Click here to enter text.</p>	
<p>Type of Environment: a. Cubicle b. Select</p>	
<p>Interaction with Public: a. Required to assist customers on the phone and in person. b. Select c. Select.</p>	

5. SUPERVISION

<p>Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)</p>
<p>Directly – 4 Information Technology Manager II</p>

6. SIGNATURES

<p>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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.</p>	
<p>Employee’s Name (Print)</p>	
<p>Employee’s Signature</p>	<p>Date</p>
<p>Supervisor’s Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.</p>	
<p>Supervisor’s Name (Print) Cynthia Tocher</p>	

Supervisor's Signature	Date
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7. HRD USE ONLY

Human Resources Division Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved

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:
Click here to enter text.

- ** 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