

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office CALPIA/MIS /Central Office		2. Unit Name/Industry Management Information Systems (MIS)	
3. Class Title CEA A - Chief Information Officer		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 063-045-7500-001		6. Effective Date	
<p>7. BRIEFLY (1 or 2 sentences) describe the position's organization setting and major functions: Under the administrative direction of the Chief, Assistant General Manager, the Chief Information Officer (CIO) is responsible for directing, through subordinate managers, all administrative information technology (IT) functions and oversees the development, implementation, and short-term maintenance of the Centralized CALPIA Project Management Office (PMO) of the California Prison Industry Authority. The CIO functions as a key policy advisor to the Chief, Assistant General Manager on all administrative IT matters and their related program impact.</p> <p>Work Schedule:</p>			
8. Percentage of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use an additional page if necessary.)	
		ESSENTIAL FUNCTIONS	
35%		Plans, develops and implements policies and procedures relating to the department's MIS program, which his position will ensure effective enterprise management of IT policies and have oversight of IT strategic planning, policy development, goal setting, ongoing support and enhancement of the statewide network of technology systems within CALPIA.	
25%		Oversees Applications Development, Maintenance and Support; Infrastructure Services, ERP Systems Support, Information Security, Database Administration, and LAN/WAN Desktop Support. Responsible for CALPIA's Enterprise Applications development, implementation, operations and enhancements for the portfolio of applications supported by MIS including all legacy and newly implemented enterprise systems, upcoming IT projects, analyze and distribute information collected and created in enterprise systems, web solutions and collaborative IT efforts with other governmental agencies.	
20%		Oversee the development and updating of all PMO project plans including information such as project objectives, technologies, systems, information specification, schedules, funding, resources, and staffing.	
10%		As a member of the department's executive management team, the CIO actively participates in planning and policy development strategy sessions pertaining to all departmental matters and programs. The incumbent is a member of the department's Strategic Business Council, which makes policy decisions regarding the sale of goods and services and the capacity to produce goods.	
5%		The CIO serves as a key policy advisor to the General Manager on all IT and Information Security matters and their impact on the department's programs.	
5%		The CIO provides ongoing coordination of CALPIA's Strategic Business Plan and Annual IT Plan, both of which are essential to CALPIA's wellbeing and solvency.	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	
HR APPROVAL: TO 11/9/18		DATE	