Duty Statement

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| Classification: Career Executive Assignment (Level C) | | | | |
| Working Title: Deputy Director and Chief Information Officer | | | | |
| Program: Enterprise Technology Services | | | | |
| Division: | | | Branch: | |
| Section: | | | Unit: | |
| COI Classification: | ✔ Yes | No | Position Number: 802-330-7500-001 | |
| Telework Eligible: | ✔ Yes | No | Maximum Telework Days: 5 | Per Week |
| Bilingual Fluency: | Yes | ✔ No | Specify Language: Not Applicable | |
| This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct. | | | | |
| **Job Summary:**  Under general direction of the Chief Operating Officer for Programs, the Deputy Director and Chief Information Officer (DD/CIO), Enterprise Technology Services (ETS) is responsible for Department-wide Information Technology (IT), Enterprise Project Management, Information Security, and strategic innovation efforts, including leading efforts to ensure effective, efficient, modern systems and services, as they relate to IT  hardware, software, applications, and devices, are available to achieve the DHCS Purpose. The incumbent ensures adequate IT support is available to departmental programs to meet programmatic needs, and manages a large, multi-disciplinary organization, leading a workforce of authorized positions and contractors. The incumbent ensures departmental IT practices and procedures comply with state and federal policies and industry best practices. The incumbent serves as principal advisor to the Executive Staff regarding all departmental IT, Information Security, and Enterprise Project Management related matters. The position is a member of DHCS' Senior Staff and Executive Staff and subject to the Department's Conflict of Interest Code and filing a Statement of Economic Interests (Form 700). | | | | |
| *The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.* | | | | |

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| **Description of Duties:** | |
| **% Of Time** | **Essential Functions** |
| 40% | Provides oversight and leadership on IT operations, staffing as well as allocation for system |
|  | changes and service development. Collaborates with DHCS executives and program |
|  | managers, as well as other state and federal departments, the Legislature, and counties to |
|  | assess and meet IT, Information Security, and Project Management needs and to effectively |
|  | manage and maximize efficiency in procedures, policies, and practices. Establishes IT vision, |
|  | objectives, priorities, initiatives, policies, and strategies related to enterprise architecture, |
|  | governance support, IT Security and Administration, Enterprise Project Management for |
|  | departmental IT staff and contractors. |
| 25% | Directs and monitors progress, scope, and costs of system maintenance and system projects in development to meet deliverables and ensure IT service delivery & customer experiences |
|  | are modern, efficient, aligned, and meet the DHCS Purpose. Uses full decision-making authority |
|  | to implement practical courses of action to resolve complex issues related to IT, Information |
|  | Security, and Project Management. Establishes workload priorities to maintain commitments to |
|  | internal and stakeholders. |
| 20% | Participates in departmental budgetary processes and works with state and federal control agencies to ensure that resources are obtained and allocated to meet DHCS program needs |
|  | by using an understanding of Department IT needs, translating needs into planned budgets, |
|  | developing and submitting Federal and State budget requests. |
| 15% | Represents the Department and serves on inter and intra-departmental committees, |
|  | workgroups, etc., including serving as the Technology lead on the Medicaid Information |
|  | Technology Architecture to ensure technology is aligned with business and other duties as |
|  | required. |

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| **Description of Duties** | |
| **% Of Time** | **Essential Functions** |
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| **% Of Time** | **Marginal Functions** |
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| **Supervision Received:**  Under General Direction  **Of the (enter supervisor classification):** Chief Operating Officer for Programs |
| **Supervision Exercised: (check all that apply)** Non-Supervisory Classification / None  ✔ Clerical Staff ✔ Analytical Staff ✔ Technical Staff  ✔ Professional Staff ✔ Supervisory Staff ✔ Managerial Staff |
| **Special Requirements:**  Medical Evaluation /Clearance Typing Certificate Valid Driver’s License Background Check / Finger Printing Clearance  Valid Professional License (please specify): |
| **Desirable Qualifications:**  •Knowledge of developing technology strategies and information technology (IT) product delivery to support organizational strategic priorities.  •Knowledge of large-scale IT operations that span on-premises data centers, remote data centers, and cloud environments.  •Knowledge of application development methodologies necessary to implement and manage critical State health systems, including iterative approaches, product management, human centered design, DevOps, and other modern IT product delivery capabilities.  •Knowledge and experience with customer relationship management and delivering upon customer strategic priorities.  •Knowledge of the Federal and State's IT policies, standards, and procedures.  •Ability to lead a large, diverse workforce in support of a highly complex organization.  •Knowledge of policies and operational activities that ensure the successful delivery of project goals and objectives.  •Knowledge and experience in project management, particularly with agile development and digital service teams.  •Expert capabilities in managing large, complex contracts and vendor relationships in support of organizational priorities.  •Ability to monitor progress, scope, quality, and costs of systems in development and maintenance.  •Ability to review the workload of multiple teams to assign priorities and staff to meet changing requirements.  •Ability to participate in organizational budgetary process and work with outside agencies to ensure resources are allocated to meet program needs. |
| **Working Conditions (Check all that apply):**  Prolonged Periods of: Travel May be Required:  ✔ Standing ✔ Sitting ✔ Kneeling ✔ Bending ✔ Occasional ✔ Over Night Requires Lifting of Heavy Objects up to: |

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of 11/06/2023 .

**Acknowledgements:**

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| **Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement. | | |
| Employee Name: | Employee Signature: | Date: |

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| **Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement. | | |
| Supervisor Name: | Supervisor Signature: | Date: |

**Instructions**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position’s functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

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| Classification: | Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class. |
| Working Title: | Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc. |
| Program / Division / Branch / Section / Unit: | Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart. |
| Position Number: | Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810 |
| Telework Eligible: | Check ‘Yes’ if this position is eligible for a telework schedule.  If ‘Yes’ is checked, in the next fields enter the maximum number of telework days allowable for this position. Then select if the maximum number of telework days will be ‘per week’ or ‘per month’.  Check ‘No’ if this position is not eligible for a telework schedule. |
| COI Classification: | Check ‘Yes’ if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.  Check ‘No’ if this position is not designated under the Conflict of Interest Code. |
| Bilingual Fluency: | Check ‘Yes’ if this position is bilingual certified.  If ‘Yes’ is checked the language for which the position is bilingual certified must be specified in the next field.  Check ‘No’ if this position is not bilingual certified. |
| Job Summary: | Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary. |

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| Description of Duties: | Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.  **Essential Functions:** Assess whether the performance of a functions is ‘essential’ by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential.  Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be ‘essential’.  **Marginal Functions:** Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn’t change the concept of the position. |
| Supervision Received: | Select the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.  **Under Close Supervision:** Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.  **Under Supervision:** The position is subject to continuous and direct control.  **Under General Supervision:** The position is subject to a minimum of continuous and direct control.  **Under Direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey-person or fully qualified worker.  **Under General Direction:** Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.  **Under Administrative Direction:** This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation. |
| Supervision Exercised: | Check ‘Yes’ if this position exercises supervision. If ‘Yes’ is checked, select all classification types supervised by this position.  Check ‘No’ if this position does not exercise supervision. |
| Special Requirements: | Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc. |
| Desirable Qualifications: | Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager. |

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| Working Conditions: | Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc. |
| Human Resources Acknowledgement: | Completed by Human Resources Division to indicate the last date of review. |
| Employee Acknowledgement: | Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received. |
| Supervisor Acknowledgement: | Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.  Once signatures are obtained, make two copies and place a copy in the supervisor’s drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee’s Official Personnel File (OFP). |