



Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
Classification Title Career Executive Assignment (CEA) Level B	Position Number 564-210-7500-001
Working Title Chief Technology Officer	Bureau and Section Chief Technologist Office

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the administrative direction of the Chief Information Officer (CIO), this position functions as the Chief Technology Officer (CTO) of the Technology Services Division (TSD) and oversees the Chief Technologist Office including the Enterprise Architecture Office and Planning Services functions. The CTO is responsible for providing a framework for the department's centralized technology in Enterprise Architecture, IT Planning and Budgeting, Business Process Improvement, Enterprise IT Strategy and Projects. These objectives are accomplished through the CTO's overall direction, coordination, and policy development. The CTO is responsible for transformation efforts while moving the FTB towards cloud-based infrastructures where appropriate, and establishing strategic direction and departmental standards for software, hardware, tool sets, and platforms. The CTO actively participates in departmental decision making with respect to internal business operations and participates as a member of the department's governance process and executive team participating in departmental decision making and policy development by providing recommendations on sensitive, critical, and legislative mandates ensuring the FTB's ability to provide critical services to California's taxpayers. The CTO adheres to the department's mission and values and encourages equal employment opportunities.

Essential Functions

Percentage	Description
30%	The CTO plans, develops and implements policies, procedures, and compliance related to IT oversight. Oversees these program responsibilities by establishing and monitoring the IT organization to ensure maximum performance, system availability, IT stability, and quality measures in order to meet FTB's program goals in support of tax administration. These responsibilities encompass Enterprise Architecture, IT planning and budgeting, Workforce, Acquisition, Contracts, Business Process Improvement, Enterprise IT projects, all phases of the SDLC and IT operations. Manages in an environment where consequence of error is extremely high and impacts the highest levels of State government. The CTO will sponsor and oversee IT projects throughout the enterprise and partners with the internal and external stakeholders to ensure that its policies and direction are compatible with the division and enterprise strategic and operational needs. Identify trends and lead employees to "Bring Our Best" each day. Directs subordinate Assistant Bureau Directors and managers in the delivery of mission critical systems in support of FTB's automated systems, Systems of Work (SOW), and other enterprise customers and stakeholders.
25%	Develops long-term IT strategy of where the department needs to be and how technology can help innovate and further that strategy, including developing and implementing sensitive and complex policies and procedures that will establish FTB's IT direction. In doing so, ensures that the department's technology systems adequately and appropriately support the department's current and future business needs. Supports the CIO's vision and mission for leading the TSD forward into tomorrow's ever-changing information technology landscape, which allows the CIO to focus on running the Division.

Percentage	Description
25%	The CTO will exercise independence and authority in developing, implementing, directing, and evaluating FTB's statewide policies relative to the Enterprise Architecture and its direct impact to the TSD and the enterprise. The CTO will serve as the expert advisor and provide critical consultation to the Executive Officer, CIO, Governance Council and FTB's executive management on all mission-critical program and policy issues relative to the identification, evaluation, development, and implementation of new technologies for the FTB and tax system administration. The CTO works collaboratively with executive management across the enterprise to assess operational needs, develop policies and provide direction with an emphasis on compliance with relevant laws, rules, and regulations as well as with an eye towards aligning operational performance with FTB's strategic goals and objectives.
15%	The CTO is a member of FTB's governance process and executive management team, providing critical and highly sensitive recommendations to the CIO and other FTB senior managers including policy development in support of Security Information Management (SIM) and Software Asset Management (SAM) directives. All program work is performed within the framework of the FTB's mission and values with the objectives of optimizing processes, products, services, and resources to better serve our customers. This position provides services which encompass the IT domains of Business Technology Management and Software Engineering. In addition, the CTO will provide leadership to departmental teams in response to legislative, political, and business issues employing knowledge of the departmental strategic goals, understanding of underlying business issues, and coming up with solutions that meet the needs of customers while maintaining efficiency and effectiveness from an automated systems perspective.

Marginal Functions

Percentage	Description
5%	Oversees the development of performance measures which include costs, revenues and volumes and direct the monitoring and evaluating of these elements to reduce overhead and increase revenue. In the event of the CIO's absence, the incumbent may be called upon to act on the CIO's behalf.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print) Signature Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print) Signature Date