



State of California

# Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Current     Proposed

<b>Classification</b> CEA B	<b>Office/Department</b> Office of Data and innovation
<b>Working Title</b> Deputy Director, Operations	<b>Unit/Section</b> Operations Division
<b>Position Number</b> 418-100-7500-010	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 12/29/2023

### General Statement

Under the direction of the Chief Deputy Director, the Deputy Director, Operations is responsible for developing and implementing operational policies, processes, procedures, initiatives, and best practices that support the Office of Data and Innovation’s (ODI’s) mission, vision, and strategic goals. The incumbent will develop short and long-term plans to improve operational efficiency and will partner with executive leadership to develop strategic initiatives that promote the tenets of stewardship, innovation, design-thinking, and organizational excellence. The Deputy Director, Operations will oversee operational functions including, but not limited to, fiscal management, facilities, talent\human resources, information technology (IT), procurement, and contracts in addition to overseeing all executive support staff for the department. The incumbent plays a significant role in the planning, decision-making, and development of priorities, policies, and practices pertaining to projects, strategic planning, technical direction, resource management, procurement management and program delivery.

### Essential Functions

	Description
35%	<ul style="list-style-type: none"> <li>• Serve as the principle policy maker and top advisor to the Directorate on policy issues and activities related to the Operations Division, and all related projects and impacts throughout ODI.</li> <li>• Oversee administrative functions including, but not limited to, fiscal management, facilities, business continuity, purchasing, and contracts in addition to overseeing all</li> </ul>

	<p>executive support staff for the department. Also, oversees talent/human resources functions.</p> <ul style="list-style-type: none"> <li>● Develop and implement operational policies, procedures, initiatives, and best practices that support ODI's mission, vision, and strategic goals.</li> <li>● Develop short and long-term plans to improve operational efficiency.</li> <li>● Recommend innovative and scalable processes to improve the quality and partner with executive leadership to develop strategic initiatives that promote the tenets of stewardship, innovation, design-thinking, and organizational excellence.</li> <li>● Ensure final policy decisions are implemented across the Operations Division and ODI and, as needed, updated for changes in law, regulation, and/or Administration and control agency directives.</li> <li>● Serve as a thought leader and provide expertise on how ODI can integrate innovative and implement emerging operational policies and practices to improve delivery of digital service innovations for state agencies.</li> <li>● Advise the ODI Directorate in the formulation of state service delivery policies and procedures.</li> <li>● Consult with the ODI Directorate relative to state and office initiatives, policies, and standards in support of ODI's goals and objectives.</li> <li>● Advise the ODI Directorate regarding major issues confronting the office.</li> </ul>
35%	<ul style="list-style-type: none"> <li>● Oversee strategic workforce planning, forecasting mission critical talent needs, analyzing current workforce and talent supply, and developing, implementing and evaluating strategies to close gaps.</li> <li>● Oversee the development and implementation of ODI's succession planning, identifying and prioritizing key leadership positions, identifying competency gaps, and developing strategies for addressing future organization needs.</li> <li>● Oversee the design, implementation, management and evaluation of the professional development programs for ODI employees.</li> <li>● Help execute programs, policies and platforms that support digital innovation.</li> <li>● Directs and establishes Human Resources policies including personnel management, labor relations, equal opportunity, and staff training.</li> <li>● Assists in the resolution of the most complex and sensitive issues working directly with ODI leadership and representatives of state control agencies.</li> </ul>
25%	<ul style="list-style-type: none"> <li>● Directs and establishes policies for the IT Unit. Prioritizes allocation of resources consistent with departmental needs.</li> <li>● Oversee IT operations and interact with state IT control agencies regarding planning, evaluation and performance capabilities of the ODI's IT services.</li> <li>● Oversee ODI's Tele-work statewide hub sites.</li> </ul>

**Marginal Functions**

5%	<ul style="list-style-type: none"> <li>● Other duties as required</li> </ul>
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**Supervision Received**

The Deputy Director, Operations will report to the Chief Deputy Director.

**Supervision Exercised**

The Deputy Director, Operations directly supervises subordinate managers in the Operations Division (Head of Administration, Head of Talent, Chief Information Officer), and provides indirect supervision to the full Operations team.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs. ODI staff currently work on a hybrid model, with two working days a week being in office. Subject to change due to operational needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \*(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date