

Classification Title: CEA B	Branch/Division/Bureau: Information Technology Division
Working Title: Chief Information Officer	Office/Unit/Section/Geographic Location: Sac/SF/LA
Position Number (13 Digit): 411-150-7500-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number: #	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Employee Name:	Effective Date:

CORE VALUES/MISSION

The California Privacy Protection Agency (CPPA)’s mission is to protect Californians’ consumer privacy. The Agency implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California’s diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

POSITION CONCEPT

Under the broad direction of the Chief Deputy Director, this CEA B position serves as the California Privacy Protection Agency’s Chief Information Officer (CIO), which has overall responsibility for the Information Technology Services Division (ITSD) and the information technology (IT) activities that support the Agency’s critical lines of business. These include IT Security and Privacy Services; IT Administration, Project, and Procurement Management; and IT Core Services which encompass IT Customer Support Services; Enforcement; Application, Web and Data Services; and IT Infrastructure Services. The CEA is the highest-level of IT authority within the Agency and has broad authorization for formulating and implementing IT policies and practices, which have significant impact on the Agency’s Programs. The CEA is responsible for the development of CPPA’s IT strategic direction, technology operations, digital initiatives, and technology recovery plans and programs that support and align with the business goals and objectives of the CPPA. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

SPECIAL REQUIREMENTS

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.

ESSENTIAL FUNCTIONS

30% IT Policy, Governance, and Oversight Management

Serves as the highest-level of IT policy authority for CPPA and has broad authorization for formulating and implementing IT policies, processes, and practices. Directs and/or oversees the implementation of enterprise policies, practices and standards related to the delivery of IT operations and services for CPPA programs; ensures that all CPPA IT policies and practices follow all California Department of Technology (CDT), state and federal mandates and is responsible for the overall governance of CPPA's IT activities.

Responsible for the implementation of Agency-wide IT policies, standards, and oversight, with a focus on alignment of technical services to the business needs and objectives of CPPA; and for the oversight of the cohesive integration of all IT strategies, practices, procedures, processes, and decisions within CPPA. Responsible for the formation of strategies related to uses of technologies aligned to business areas within CPPA. Analyzes and makes recommendations on assigned enterprise-wide non-IT policies and procedures.

Responsible for the development, administration, and operations of CPPA best practices and processes for technology domains including, IT Governance, Project Portfolio Management, Application and Solution Development, Enterprise Technology Architecture, Infrastructure Management, Service Management, Data Management and Information Technology Security. Development and authorship of cyber, data retention, and, with the aid of legal, privacy policy for CPPA given the leading role of the agency with respect to privacy and security. Provides consultation and guidance to management regarding the assistance and services that the ITSD can provide to help CPPA accomplish its programs and project objectives.

Maintains oversight and approval of IT Acquisition Plan. Responsible for the approval of IT acquisitions including hardware, software, and service and professional contracts. Provides oversight authority over CPPA's IT Project Portfolio and is responsible for the oversight of IT projects ensuring that they deliver defined business results within budget, scope, and schedule.

Responsible for the development and submission of required reports to the CDT, and for the oversight management of any IT related reports or information packages that are sent to Control Agencies.

30% Internal Program Management, Planning, Project Management and Fiscal Management

Responsible for oversight of the IT Project Portfolio and IT Services through the oversight of IT operations and the IT budget; to include general responsibility for the planning, deploying and maintaining of IT systems and operations.

Plans, organizes, authorizes, and directs all activities associated with technology operations, and has direct authority over all IT operations and services. Oversees day to

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day IT operations, infrastructure development, security, maintenance, procurement, data, and support. Oversees the effective and efficient development, implementation, maintenance, and operations of all CPPA IT systems. Enforces IT Security policies and practices to support the technology strategy and direction to protect and efficiently manage IT systems and data. Plans, organizes, and directs the development and implementation of data and technology in support of CPPA business strategy.

Conduct quarterly all IT staff meetings to provide on-going communication and training. Responsible for improving IT/Business alignment and for developing and implementing IT strategies related to alignment of technologies and services with CPPA business direction and objectives. Works with all levels of CPPA management and staff to identify and analyze their IT needs; and evaluates and makes recommendations on how to meet the needs. Promotes acceptance and stimulates the use of technology to help meet business objectives and create innovative solutions.

Evaluates emerging technologies and solutions, new applications of technology (e.g., hardware, software, network, etc.) and product and solution roadmaps to assess their ability to assist CPPA in achieving its policy objectives, strategic priorities and achieving resource and cost efficiencies for the organization. Consults with industry technology experts to develop strategies and solutions that contribute to superior service delivery yielding the highest rate of return for the CPPA's programmatic requirements. Serves as the key advisor to the Executive Director on all technology initiatives, Enterprise Architecture, technology standards, shared technology infrastructure and services (e.g., cloud services), and sustainability.

Responsible for the continued improvement of IT processes by evaluating IT service and management functions within the ITSD. Conducts service-level evaluations and provides program management direction to ensure effectiveness and efficiency in meeting business IT needs, and projects and production deadlines. Plans, organizes, and directs all activities associated with the operations of the ITSD through subordinate managers; and makes recommendations and decisions on IT procurements and Contracts.

Responsible for the overall success of CPPA's IT Project Portfolio (IT PP). Performs oversight and project health checks on individual projects that make-up the enterprise IT PP, provides overall Executive summary of IT PP status to the Chief Deputy Director and provides individual health status to both Chief Deputy Director and business Project Sponsors. Responsible for the development and continued use of Project Management Methodologies and practices throughout the ITSD. Oversee relationships with vendors, contractors, and service providers.

Responsible for the IT operational budget and defined IT project budget; and anticipates, identifies, and responds effectively to correct funding deficiencies. Responsible for the development of budget change requests and for ensuring cost-effective use of resources, and for identification of IT costs savings that contribute to the overall prudent management of the DPR's budget and for development and submission of IT expenditure reports capturing overall actual and projected IT costs. Responsible

for the development of long- and short-term staffing budget plans, which includes ensuring the cost-effective use of resources, equipment and staff resources.

25% External Program and Executive Management

A key member of the Executive Management Team, with significant impact on all policy issues of concern to the CPPA and the IT functions. Partners with Executive staff and other internal/external stakeholders in strategic and tactical planning efforts to ensure that business processes, systems and tools are in place to support the day-to-day business operations. Provides leadership in executive oversight of CPPA policy and technology projects. Participates in and attends operational meetings with Programs and Executive Staff Meetings.

Represents the CPPA with state control agencies, legislators, legislative staff of legislative committees and private agencies in matters concerning IT, including the development and updating of all necessary control agency requirements such as annual IT plans, operational recovery plans, project study documents and on all parks data analysis issues. In addition, incumbent has direct contact and oversight of IT vendors contracting with the CPPA. Serves as the top advisor to the Executive Director and Executive Staff on all aspects of information technology services and programs.

10% Human Resource Management

Establishes performance metrics, workload tracking and other mechanisms to inform decision making processes. Ensures development and implementation of training development plans for staff and management and ensures effective staff development through identification of training needs, employee career development planning and the provision of appropriate training. Ensures employees receive ongoing coaching, performance feedback, and timely and accurate Performance Evaluation and Summary Rating evaluations.

Administers policies and procedures established by the California Department of Human Resources, State Personnel Board, CPPA management. Effectively contributes to and ensures equal employment opportunity in all selection processes. Ensures positions are allocated to appropriate civil service classifications and are filled through effective recruitment and hiring procedures, resulting in the selection of the most qualified candidate for the job.

5% Works with CPPA policy to achieve broader agency goals of privacy and security. Implements 'privacy by design' approach to all service offerings, balancing IT needs with those of agency mission as leading California privacy and security regulator. Performs other related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel may be required.

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- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

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

Date

Printed Name