

DUTY STATEMENT

OFFICE OF LEGISLATIVE COUNSEL
LEGISLATIVE DATA CENTER

CEA B, DEPUTY DIRECTOR, CHAMBER AND COMMITTEE DIVISION

The Deputy Director of the Chamber and Committee Division reports to the Chief Deputy Director of the Customer Services Branch and manages a team of more than 10 information technology managers and specialists across multiple sections at the Information Technology Manager II, Information Technology Manager I, and Information Technology Specialist III classifications. The Deputy Director is a member of the Legislative Data Center (LDC)'s executive team and participates in the formulation of LDC's goals, policies and long-range plans, as well as establishes policies relative to activities of the Chamber and Committee Division. The Deputy Director acts as a high level advisor to the Legislative Counsel, LDC Chief Deputy Directors, and other LDC managers and staff on applying information technology to the legislative process. In addition, the Deputy Director plans and coordinates their agendas in order to ensure that requirements for new or enhanced legislative systems are clearly identified and fully reviewed. The Deputy Director also provides direct assistance to Legislators on their information needs for legislative floor sessions and committee hearings; Assembly Chief Clerk, Secretary of the Senate, legislative committee consultants and assistants pertaining to information technology and information needs of the Legislature. The Deputy Director frequently coordinates demonstrations of the LDC's information technology products that are used for floor sessions and committee hearings to the Legislators, Legislative Counsel, high ranking dignitaries from other public offices, executive branch agencies' representatives, legislative staff from other states, local government agencies' representatives, and delegations from foreign countries. The Deputy Director is responsible for creating and implementing practices that ensure customer satisfaction.

TYPICAL TASKS:

55% Works closely with the Chief Deputy Directors, other Deputy Directors of LDC, and the Legislative Counsel in the establishment of both long range strategic policies and planning, as well as short range plans to meet the immediate information technology needs of the two chambers and legislative committees. Ensures policies regarding service levels, workload and project prioritization with the Chief Administrative Officer of the Assembly Rules Committee, the Chief Executive Officer of the Senate Rules Committee, the Assembly Chief Clerk, the Secretary of the Senate, the Chief Information Officer of the Assembly, and the Rules Committee technology consultants of the two houses. Works with the chambers and committees to set technology use policy and practice. Directs the activities of the manager and high level technology staff and business analysts in the division to ensure the information technology products and services that support the legislative process are delivered to the chambers and committees of the California Legislature on a timely and reliable basis. Serves as a member of the LDC executive management team.

- 15%** Meets with legislators, the Chief Administrative Officer of the Assembly Rules Committee, the Chief Executive Officer of the Senate Rules Committee, the Assembly Chief Clerk, the Secretary of the Senate, chief consultants to legislative committees, the Chief Information Officer of the Assembly, and the Rules Committee technology consultants of the two houses, and other high level legislative staff to provide critical policy consultation, identify priorities, and resolve critical system problems.
- 10%** Conducts meetings with the Legislative Counsel, the Chief Deputy Directors and other Deputy Directors of the LDC, and other Office of Legislative Counsel management and staff to resolve critical policy and operational problems or to implement strategy.
- 10%** Prepares for the Legislative Counsel and Chief Deputy Directors written reports and recommendations on critical information technology policy issues, organization issues, division policies and procedures, and projects.
- 5%** Evaluates subordinate staffs' performance and provides direction in personnel administration of Chamber and Committee Division staff. Develops the Division's operating, equipment, and training budget, and develops and negotiates contracts with vendors for technical services and products. Administers vendor contracts and approves contract payments.
- 5%** Performs other duties as required.