

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-7500-XXX			<input type="checkbox"/> CURRENT <input type="checkbox"/> PROPOSED	
PROGRAM Choose an item.		CLASSIFICATION TITLE Career Executive Assignment (CEA) C				
SECTION/UNIT (If applicable) Choose an item.		WORKING TITLE Chief Information Officer				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				

PRIMARY DOMAIN (IT positions only)	Choose an item.
------------------------------------	-----------------

AGENCY OVERVIEW

The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the general direction of OPR Secretary and the Undersecretary, the Chief Information Officer (CIO) has overall responsibility for the information technology (IT) activities that support OPR's critical lines of business. These activities include IT Project and Portfolio Management; Network and Client Services; Web and Application Development; IT Procurement and Contracting; and IT Infrastructure, Security & Privacy Services, and IT operations budget.

The CIO is the highest-level IT authority within OPR and has broad authorization for formulating and implementing IT policies and practices which have significant impact on OPR Programs. The CIO is responsible for the development of departmental IT strategic direction, technology operations, and technology recovery plans and programs that support and align with the business goals and objectives of the OPR.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
-----------------------------	---

ESSENTIAL FUNCTIONS

35%	Oversee all office technology planning, development, and implementation including Enterprise Architecture, website and systems development, IT governance and project management, and operational plans; provide oversight and leadership to office-wide technology projects and initiatives; provide continuing information technology support services office-wide; and oversee departmental technology operations and staff in support of OPR's mission critical programs and systems. Implement and monitor Information Technology Unit (ITU) action plans and performance measures in support of OPR's Strategic Plan by ensuring alignment with business strategies, implementation of effective risk management and mitigation, and optimization of technology investments with measurable program
-----	---

	results.
30%	Formulate policy, recommend innovation, and make decisions for increased efficiency and effectiveness related to departmental enterprise and integrated statewide technology initiatives and solutions. Advise the Director, Chief Deputy Director, on highly sensitive, political, and complex technology issues and potential problems. Provide technology direction and consultation to OPR's executive management team, Information Security and Privacy Officer, IT management team, contractors, and program staff on all facets of IT policy, planning, management, and operations.
20%	Promote alignment and ensure OPR conformity with State level Cybersecurity, Enterprise Architecture, and technology portfolio and initiatives. Collaborate and build effective partnerships with statewide technology leaders and control agencies and offices including the California Government Operations Agency, Office of Digital Innovation, California Department of Technology, Department of Finance, Department of General Services, California Office of Emergency Services and the Governor's Office Information Technology Unit.
10%	Perform the full range of supervisory duties by planning, organizing, directing, and reviewing the work of the ITU staff. Evaluate the performance of IT managers and staff and take and/or recommend appropriate action when necessary.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required. Participate in staff meetings, attend training, provide work status reports, and serve on inter-agency working groups.

KNOWLEDGE AND ABILITIES

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Experience performing large scale IT program management
- Proven track record in project management and web development
- Knowledge of organization and functions of California State government, including the organization and practice of control agencies, Legislature, and the Executive Branch
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and the ability to represent OPR effectively with control agencies, key customers, stakeholders, OPR executive team, and internal staff
- Experience in contract solicitation, contract management, State IT procurement, Service Level Agreements (SLA), and Change Control Management
- Knowledge of the structure, organization, and function of a variety of technology disciplines, as well as local, State, and federal initiatives and programs

- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues
- Proven track record of gaining the confidence and trust of individuals in key positions in OPR's customer base
- Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standard for product approvals
- Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion

SPECIAL PERSONAL REQUIREMENTS:

- Manage multiple and/or changing priorities in a heavy workload situation
- Follow through to ensure deadlines are met
- Tact and good judgement interacting professionally with all levels of management, staff, and the public

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move objects weighing up to 25 lbs. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------