

DUTY STATEMENT

ASD 045 (REV. 03/2024)

Type of Duty Statement: Current

Revision Date: 07/23/2024

1. Position Information

A. Employee Name:

B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
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817-400-7500-002	M01	E	
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F. Classification Title:	G. Working Title:
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Career Executive Assignment (Level B)	Deputy Director and Chief Information Officer
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H. Division:	I. Branch/Section/Unit:
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Technology Services	
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2. POSITION REQUIREMENTS

Special Requirement: Check All that Apply

- Bilingual Fluency (Non-English Language) - Specify Below
- Background Check Requirements
- Other - Specify Below

A. Special Requirements Description, as applicable:

B. Conflict of Interest Required (Gov. Code 87300, et seq.)? Yes No

This position is designated under the Conflict-of-Interest Code. This 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.

3. SUPERVISION

A. Supervision Received:

Incumbent reports to and receives direction from the Department of Child Support Services (DCSS) Directorate.

B. Supervision Exercised:

Incumbent provides general direction to Technology Services Division (TSD) managers, staff, and DCSS special project teams.

35 %	<p>Formulates and provides policy recommendations to the Directorate regarding overall system projects, technologies required to meet the Department's mission, support divisions and programs, and activities. Assists and advises the Director in the planning and implementation of the Department's systems, including programs, policies and procedures related to automation and the use and operation of the CSE. Works closely and cooperatively with DCSS divisions to ensure the CSE meets the needs of the Child Support Program and provides optimal service to child support customers. In collaboration with executive management, divisions, and programs, responsible to make departmental policy recommendations to maximize IT capabilities to address and support business needs.</p>
15 %	<p>Responds to requests from the California Department of Technology (CDT), the California Health and Human Services (CalHHS) Agency Information Officer, Office of Child Support Services (OCSS), and the Department of Finance (DOF) related to the IT functions of the DCSS and TSD. Adheres to state IT policies and procedures as described in the Statewide Administration Manual (SAM), Statewide Information Management Manual (SIMM), and Technology Letters and direct TSD staff in these requirements. Ensures DCSS IT adheres to security industry standards, state and federally mandated requirements and regulations to protect DCSS data assets, Federal Tax Information (FTI) and Personally Identifiable Information (PII). Ensures the department's IT systems remain in compliance with federal and state statutory and regulatory requirements; ensures that IT systems and the data contained within those systems adhere to federal and State security requirements.</p>

10 %	Prepares briefings and reports and makes presentations to CalHHS, the Governor's Office, the Legislature, OCSS, CDT, federal officials, LCSAs, Administrative Office of the Courts, local courts, and child support advocate organizations. Represents the Director and Chief Deputy Director at mission-critical meetings and in hearings.
%	

MARGINAL FUNCTIONS

5 %	Participates on special committees on behalf of the Directorate related to the automated child support systems.
100 %	TOTAL

5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

Office Centered

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

Remote Centered

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES

A. Independence of Action and Consequences:

The activities of the incumbent have a direct effect on the ability of the department to meet its goals and objectives. The incumbent's decisions and actions will have a major impact on program performance at the state and local level. The functions of this position are critical for ensuring compliance with federal and state statutory and regulatory requirements, and less directly, ongoing program implementation and the future of the Child Support Program. Failure to effectively carry out responsibilities of the position may result in federal audit findings, penalties and loss of significant program incentive payments.

B. Personal Contacts:

The incumbent has frequent contact with DCSS managers and executive staff, as well as CHHS and other State Agency management. The incumbent may interact with legislative staff, advocate groups, local agency management and federal agency staff. Contact will typically involve mission-critical, sensitive issues concerning the department's administrative role, policy development, and/or implementation.

C. Administrative Responsibilities (Supervisory/Managerial Class Only):

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports and annual performance appraisals summaries; monitor employee performance and, if necessary, utilize performance management principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: Yes No

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 notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

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

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	