

DUTY STATEMENT

TECH 052 (REV. 02/2018)

PROPOSED

RPA NUMBER (HR USE ONLY)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 7/31/2025	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Deputy Director of Statewide Technology Policy and Strategic Management (Exempt)		E. POSITION WORKING TITLE Deputy Director of Statewide Technology Policy and Strategic Management
F. CURRENT POSITION NUMBER 695-509-9332-001		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR)
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Directorate/Office of Strategic Initiatives		I. SUPERVISOR NAME AND CLASSIFICATION Jared Johnson, Deputy State Chief Information Officer
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY, 8:00AM-5:00PM		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	Organizational Setting and Major Functions Under the general direction of the California Department of Technology's (CDT) Chief Deputy Director/Deputy State Chief Information Officer (CIO), the incumbent acts as the Deputy Director of Statewide Technology Policy and Strategic Management and is responsible for ensuring that the State's technology aligned with technology and greater policy strategies. More specifically, this role will be focused on understanding and translating technology trends and state strategies into safe, secure, and equitable technology implementation. The incumbent will also be responsible for interpreting and overseeing strategic initiatives and developing policy, guidance, and suggestions for technology solutions to best integrate strategic principles into the State's business and policy work. To do this, the Deputy Director is responsible for managing performance with a strategic lens which may include establishing objectives and key results related to statewide strategies. The Deputy Director must have an extensive background and broad knowledge of technology, strategy, and how to use policy and governance to implement them. The incumbent must also have experience developing effective programs, processes, and procedures and must demonstrate a high degree of initiative and independent judgment in providing information in response to various complex statewide policy needs.
% of time performing duties 30%	Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%). By providing oversight and direction to the manager of the Statewide Policy Unit, the incumbent is responsible for identifying, formulating, and implementing statewide technology policies needed to ensure the proper management of the State's technology resources on behalf of the State CIO and in alignment with the Administration's strategic priorities. The incumbent will work with executive management at agency and departmental levels through executive meetings, steering committees, workgroups, and other such open and collaborative forums to assist in identifying policy needs and will formulate policy recommendations to address these needs. The incumbent will also work with CDT program areas to develop performance metrics to ensure the effectiveness of statewide policies and implement a process to regularly review, update, and retire policies as needed. The incumbent will effectively analyze industry trends, legislation, executive orders, and other state mandates to identify new policy needs and potential impacts to existing policies and take action to ensure these impacts are properly addressed. Act as executive liaison to agency secretaries and directors impacted by new and updated policies and ensures that programmatic impacts are communicated to stakeholders timely.
30%	By providing oversight and direction to the manager of the Statewide Strategic Management Unit, the incumbent will lead the development, implementation and ongoing management of the

% of time
performing duties

statewide technology strategic plan in accordance with the State CIO and the Administration's priorities. The incumbent will establish objectives and key results related to statewide strategic outcomes and ensure they are included in annual strategic roadmaps and progress reports. The incumbent will work collaboratively with Agency Information Officers (AIOs), CIOs, agency leaders, and the State Technology Council (STC) members to identify annual strategic priorities and work collaboratively with statewide technology governance teams to track and report on strategic initiatives and prepare annual strategic roadmaps that ensure statewide strategic alignment. The incumbent will also establish tools and guidance for state agencies to enable effective strategic alignment and report annually on the progress of these efforts through CDT's annual report. The incumbent is also responsible for developing communication plans and facilitating meetings and forums to share these efforts and highlight measurable strategic technology outcomes, business value, and capabilities.

20%

Develop and maintain tools and processes that demonstrate the effectiveness of the office of Statewide Technology Policy and Strategic Management and report regularly to the Directorate, executive leadership team, and stakeholders on the progress of these efforts

20%

Serve as a member of the Department's Executive Staff, and act as a special advisor to the Director/State CIO and Chief Deputy Director/Deputy State CIO and the Department's executive management team. Advise the Executive Staff on technology strategic direction, policy concepts, and programmatic impacts. Forge strong partnerships with department directors, AIOs, departmental CIOs, industry leaders, and academia to understand and advise on emerging technology trends, strategic business objectives, and service delivery opportunities.

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

None.

Work Environment Requirements

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Deputy Director of Statewide Technology Policy and Strategic Management receives general direction from the California Department of Technology's (CDT) Chief Deputy Director/Deputy State Chief Information Officer (CIO).

Actions and Consequences:

The incumbent is responsible for carrying out the policies, processes, and procedures that are used throughout State government and are implemented statewide. It is critical that the incumbent be able to maintain a high level of professionalism, diplomacy, and tact as this position must be able to successfully communicate and develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches. The incumbent must have the ability to establish priorities and accurately assess problems and possible resolutions, learn quickly, possess excellent organizational and communication skills, and display a high degree of diplomacy and tact. Failure to demonstrate proper judgment, tact, and poise may result in costly mistakes and embarrassment to the department.

Personal Contacts:

The incumbent will have contact with the Administration, control agencies, the Legislature, key customers, stakeholders, and internal staff.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

The incumbent is responsible for ensuring that the State's technology aligned with technology and greater policy strategies.

Supervision Exercised:

None.

Other Information

Desirable Qualifications: (List in order of importance.)

- Knowledge of organization and functions of California State government, including the organization and practices of control agencies, the Legislature, and the Executive Branch.
- A high degree of understanding of state programs, processes, procedures, and policies
- Knowledge of the structure, organization, and function of a variety of technology disciplines, as well as local, state and federal initiatives and programs.
- Extensive background and broad knowledge of technology, project management, strategic planning, policymaking, establishing effective performance metrics, and service delivery.
- Ability to demonstrate initiative, strategic planning experience, independent judgment, effective decision-making, and relationship building.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively with the Administration, control agencies, the Legislature, key customers, stakeholders, and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
- 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 the Department's customer base.
- Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards 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.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE