

DUTY STATEMENT

Employee Name:	Position Number: 580-150-7500-002
Classification: CEA C	Tenure/Time Base: Non-Tenured/Full-Time
Working Title: Deputy Director, Chief Information Officer, Information Technology Services Division	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic goals by leading the development and implementation of customer-focused, agile technology solutions. The role ensures the delivery of modern infrastructure, tools, architecture, and standards that enable efficient and effective services to CDPH centers, divisions, and offices, as well as to the Californians who rely on them.

The Deputy Director (DD)/Chief Information Officer (CIO) provides executive leadership and full management responsibility for the Information Technology Services Division (ITSD), a large, complex, multi-disciplinary organization consisting of over 395 staff and two CEA B level leaders (Chief Technology Officer and Chief Technology Innovation Officer) across nine distinct IT

branches/sections (IT Fiscal and Administrative, Information Security Office, Data Center Operations and, Data and Analytics Branch, Application Technology and Support Branch, Technology Integration Services Branch, Enterprise Platform Services Branch, Enterprise Portfolio Management Office, Enterprise Architecture Services Section) that align with the Future of Public Health. This position promotes a service-oriented, collaborative partnership between ITSD and program areas by aligning staff, resources, and technology to deliver fiscally responsible and responsive services.

The DD/CIO oversees an annual IT operating budget and IT Project Portfolio that equates to approximately \$525 million. This role establishes and maintains enterprise IT governance and strategic direction through the development and execution of the CDPH IT Strategic Plan and IT Data Future of Public Health initiatives, ensuring alignment with departmental mission, vision, and performance improvement goals.

The DD/CIO directs the operations of the IT Data Center and core IT competencies, including information security management, application development, enterprise project and portfolio management, change management and quality assurance, enterprise architecture, and administrative and executive IT support. This position serves as executive sponsor for major statewide Health IT initiatives, including the CDPH Health Information Exchange (HIE) Gateway and interagency agreements such as the Department of Health Care Services (DHCS) /CDPH Bundle. This position also oversees the development and maintenance of enterprise-level IT financial tools and reporting mechanisms, including the Information Technology Expenditure Dashboard (ITED), system project code reports, cost allocation models, and rate methodologies.

The DD/CIO manages a highly complex budget structure composed of general fund appropriations, federal grants, local assistance, and federal financial participation for maintenance, operations, and multi-million-dollar project efforts. Additionally, the DD/CIO leads the development and submission of all IT-related Budget Change Proposals (BCPs), Advanced Planning Documents (APDs), Feasibility Study Reports (FSRs), and federal program estimates required for IT funding and authority, while ensuring compliance with federal and state legislative, regulatory, and policy mandates through the administration of critical and complex IT systems.

The incumbent works under the Chief Deputy Director of Operations of the CDPH.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Directs the development and implementation of statewide IT strategies aligned with the department's mission and Future of Public Health objectives. Develops the Department's IT Strategic Plan and IT Enterprise Architecture Plan to establish long-term technology priorities

and ensure alignment with business goals. Provides executive leadership in formulating and influencing IT policy, standards, and governance frameworks across the organization. Advises CDPH executives and program managers, as well as other state and federal departments, the Legislature, counties, and stakeholder advisory groups to assess needs, establish priorities, and allocate resources for business initiatives that support the department's mission and administrative functions.

Leads the formulation, evaluation, and implementation of IT and administrative policies that support operational efficiency, data security, and service delivery. Develops and implements IT policies to ensure the CDPH technology infrastructure is operational, secure, and responsive to evolving business needs. Oversees the integration of IT initiatives with legislative mandates and Executive Branch priorities. Ensures compliance with state and federal regulations, including those related to privacy, cybersecurity, and accessibility.

25% Administers and controls all functions of the ITSD, ensuring alignment with departmental priorities and mandates. Monitors the progress, scope, and cost of IT systems and platforms under development and maintenance to ensure timely and cost-effective delivery. Prepares monthly reports for the executive governance bodies and control agencies on the status of IT projects, highlighting risks, milestones, and resource needs. Establishes and adjusts priorities to ensure the Department's mission and vision are consistently met. Reviews and directs the production of all Branches and Sections, working through the two CEA's Chief Technology Officer (CTO) and Chief Technology Innovation Officer, to set expectations, assign priorities, and allocates staff to meet evolving requirements. Reviews organizational structure, staffing levels, and staff development need to align with current and future demand. Plans, organizes, and directs the work of multidisciplinary teams, including IT professionals, administrative staff, and contractors. Analyzes and improves processes, organizational structures, and operational procedures to enhance service delivery. Establishes performance metrics and evaluation frameworks to monitor program effectiveness and accountability.

20% Develops and maintains cooperative working relationships with internal and external stakeholders, including CDPH directorate and program, control agencies, other state and federal departments, and public/private sector partners. Represents the department in high-level interagency committees, legislative hearings, and public forums. Gains the confidence, trust, and support of executive leadership/program and fosters a culture of collaboration and innovation.

Analyzes complex IT and administrative challenges and recommends effective, data-driven solutions. Prepares and reviews high-level reports, policy briefs, and strategic plans for internal and external audiences. Communicate clearly and persuasively with diverse audiences, including executive leadership, technical teams, control agencies, legislators, and the public.

15% Strategic oversight of the Department's fiscal management related to technology investments that include budget oversight, budget integration, interagency coordination, distributed data processing budget management. Directing the financial planning and monitoring of IT purchases, project expenditures, and service contracts to ensure alignment with departmental priorities. Conducting regular reviews of IT budget reports to inform and support broader departmental budget processes. Collaborating with state and federal control agencies to ensure that IT resources are effectively allocated to meet the evolving needs of CDPH programs. Leading the development and administration of the Department's distributed data processing budget, which serves as a foundational tool for IT financial governance. Key

budget components include oversight of the DHCS/CDPH Interagency Agreement, management of The Bundle (consolidated IT services and infrastructure), allocation of enterprise IT resources, including the HIE Gateway, administration of the California Department of Technology (OTech) budget for statewide technology services

Oversees workforce development initiatives that ensure the CDPH ITSD workforce is equipped, agile, and future-ready including strategic talent planning, skills gap analysis & development, training & upskilling, leadership pipeline, workforce resilience and retention, performance and accountability, and collaboration with HR and stakeholders. Implement personnel management strategies that promote professional development, succession planning, and workforce diversity, equity, and inclusion. Regularly assess organizational structure, staffing levels, and evolving skill requirements. Identify gaps and align workforce capabilities with emerging technologies and public health priorities. Champion continuous learning by arranging targeted training programs, certifications, and seminars. Foster a culture of self-sufficiency and innovation through knowledge-sharing and mentorship. Promotes for staff training, seminars, and professional development opportunities to build internal capacity and promote self-sufficiency. Develop and sustain a leadership pipeline by mentoring high-potential staff and supporting career progression pathways across ITSD. Promote employee engagement, well-being, and retention through flexible work strategies, recognition programs, and inclusive team-building efforts. Establish clear performance expectations and accountability frameworks that align with CDPH's mission and ITSD's strategic goals. Partner with HR, executive leadership, and program areas to ensure workforce strategies are data-informed, equitable, and responsive to departmental needs.

Marginal Functions (including percentage of time)

10% Serves on Agency, inter and intra departmental committees, workgroups, including Executive Committees at the California Technology Agency and other duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CB

Date: 9/22/2025