



Classification: C.E.A. B  
Position Number: 880-280-7500-001

## DUTY STATEMENT

☐ CURRENT ☒ PROPOSED

<b>RPA Number:</b> 25-280-XXX	<b>Classification Title:</b> CEA B	<b>Position Number:</b> 880-280-7500-001
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Chief Information Officer	<b>Effective Date:</b> TBD
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full Time	<b>CBID:</b> M01
<b>Division/Office:</b> Division of Information Technology		<b>Section/Unit:</b> Deputy Director
<b>Supervisor's Name:</b> Karen Mogus		<b>Supervisor's Classification:</b> CEA B

### Human Resources Use Only:

**HR Analyst Approval:** Brittany Liverett

**Date:** 09/26/2025

### General Statement

Under the administrative direction of the Chief Deputy Director, and consistent with good customer service practices and goals of the State and Regional Water Boards' Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.

### Position Description

The position functions as a member of the State and Regional Water Boards' management team to provide vision and leadership in the information technology arena. The position is responsible for development of Water Boards information technology strategic direction, technology operations and security, and technology recovery plans and programs that support and align with all State and Regional Water Board program goals and objectives.



Classification: C.E.A. B  
Position Number: 880-280-7500-001

**Essential Functions (Including percentage of time):**

30%	Oversees technology planning, development and implementation including Enterprise Architecture, website and systems development, IT governance and project management, and operational plans. Develops technological solutions to implement the Strategic Plan and Information Management Strategies. Develops new and revised short and long-term strategies to address changes in program needs. Guides the development and delivery of solutions to complex program information needs. Coordinates with the California Department of Technology (CDT) to generate and maintain project documentation, negotiate contracts, and provide reports as required for reportable projects.
30%	Participates in Water Boards management forums including the Deputy Management Committee, Management Coordinating Committee, and the Cal/EPA's Information Management Advisory Committee. Formulates policy, recommends innovation, and makes decisions to maximize efficiency and effectiveness of program delivery using information technology. Meets one-on-one with program managers throughout the State and Regional Water Board organizations to understand program direction and needs. Provides technology direction and expert advice to State and Regional Water Board executive management and organizations and ensures organizations have substantial input to information policy and procedural development.

**Marginal Functions (Including percentage of time):**

25%	Performs full range of supervisory duties by planning, organizing, directing and reviewing the work of subordinate managers in the Water Board's Division of Information Technology to assist in the development and maintenance of critical data and communications systems. Directs the development of the annual budget and presents it to executive management.
10%	Represents the Water Board and Regional Water Boards regarding information technology policy and proposed technology solutions with external control agencies such as United States Environmental Protection Agency, Cal/EPA, Department of Finance, California Department of Technology, Department of General Services, and staff of the California Legislature. Participates in external information technology forums and keeps abreast of changing directions in the statewide information technology environment and protects the Water Board and Regional Water Boards' interests in those areas.
5%	Performs other duties as required. Participates in staff meetings, attends training, provides work status reports, and serves on inter-agency working groups as needed.



Classification: C.E.A. B  
Position Number: 880-280-7500-001

**Typical Physical Conditions/Demands:**

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize MS Teams, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 8th floor of a high-rise office building in downtown Sacramento, in a windowed office, in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary when the department is mission tasked or there are Information Technology service impacts. Travel is required within the state.

**Supervisor Statement**

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

Supervisor Name	Supervisor Signature	Date
Karen Mogus		
Employee Name	Employee Signature	Date