

DUTY STATEMENT☒ **CURRENT**☐ **PROPOSED**

RPA Number: HRC000XXXX	Classification/CBID: Career Executive Assignment, Level B / M01	Position Number: 810-250-7500-016
Incumbent Name:	Working Title: Chief Information Officer	Effective Date:
Tenure: CEA	Time Base: Full-Time	Intermittent Hours Per Month:
Program/Division: Office of Environmental Information	Branch/Section/Unit: Deputy Director	Reporting Location: Headquarters
Supervisor's Name: Craig Scholer	Supervisor's Classification: Chief Deputy Director	Position Telework Eligible: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Confidential Designation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Designated Position for COI: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Position Designated Bilingual: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Supervision Exercised: <input type="checkbox"/> None <input type="checkbox"/> Lead <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

General Statement

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

Equity Statement

The Department of Toxic Substances Control (DTSC) values diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to protect California's people and environment from harmful effects of toxic substances by restoring contaminated resources, enforcing hazardous waste laws, reducing hazardous waste generation, and encouraging the manufacture of chemically safer products.

Position Description

As a member of the executive leadership team and under the administrative direction of the Chief Deputy Director, the Deputy Director/Chief Information Officer (CIO) has executive leadership responsibility for the planning, development, implementation, administration, and assessment of DTSC's policies, programs, and procedures for the Office of Environmental Information Management (OEIM). The CIO provides high-level policy design and oversight for all DTSC information technology (IT) services, data programs, and analytics. The CIO acts as the liaison to top level managers, the Legislature, the Governor's Office, and state, federal, and local governmental agencies. The CIO collaborates with other Deputy Directors to participate in directorate-level strategic planning to evaluate and recommend policy and program direction, ensure compliance with legislated program mandates, and manage staff in the development of policies for DTSC's IT services and analytics associated with the delivery of DTSC's

diverse programs. The CIO is responsible for ensuring that DTSC's IT operations comply with all state IT mandates and policies. The position is also responsible for ensuring the integrity and availability of information about DTSC's program analytics and deliverables. The CIO plans, manages, and directs the work of the Information Security Office (ISO), the Business Technology Office, and the Systems and Software Engineering Program.

Essential Functions (Including percentage of time):

35%	<p><u>Business Process Automation/Technology Support</u></p> <p>Exercises management responsibility and provide policy direction to ensure the most effective and innovative use of technology and data resources and to identify technological solutions to office automation, application development, and systems analysis. Develops and maintains policies and procedures that ensure the security of all data. Oversees administration of local area network operations, system software installation and maintenance, wide area network administration, DTSC's E-Manifest System, Internet/Intranet development and administration, telephone systems, and user support services. Provides oversight and project status reports on the Department's IT project portfolio. Ensures the most effective collection, analysis, and reporting methods to provide timely data on California's cleanup, hazardous waste management, and safer consumer products programs. Consults with external stakeholders and representatives of the Governor's Office, DTSC's Director/Chief Deputy Director, and proposing, analyzing, and recommending policy with respect to these areas. Recommends strategies to meet IT policy requirements of the California Department of Technology (CDT) framework for Enterprise Architecture and CDT's strategic plan for overall direction of IT in the state. Specifies strategies to align technology services with data and analytics resources to realize DTSC data as a strategic asset for the Department. Provides executive level evaluation and recommendations for developing and implementing DTSC data collection, analysis, and reporting standards to meet the state's open data policies. Represents and participates in DTSC governance and related data initiatives and other Agency-wide shared services initiatives. Implements any legislative changes.</p>
30%	<p><u>Technology and Data Management Planning</u></p> <p>Exercises management oversight and provides policy direction for the performance of the following essential functions and services for DTSC's internal and business users. Oversees strategic operational plans, project portfolio management, and business analysis; management and direction of enterprise IT services, including architecture and infrastructure, platforms and development operations, system solutions, business intelligence, and digital services; development of a governance plan to manage data services, analysis and public reporting, including stakeholder engagement and customer support, data request processing, analytical data services, and data product design. Develops an OEIM strategic plan for maintaining and improving business processes that effectively support DTSC's mission; manages implementation of the IT components of the DTSC Strategic Plan, recommends and develops information technology systems, prepares business analysis reports, oversees procurement of equipment and services, and provides reports and updates to control agencies on a variety of IT matters and projects.</p>
20%	<p><u>Personnel and Administrative Management</u></p> <p>Plans, organizes, directs, and provides managerial review of the work performed in the OEIM staff. Implements staff development strategies through training, team building, coaching, mentoring, and providing regular and timely written performance appraisals. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts and policies on all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system and submits timesheets by the due date. Administers the</p>

	Department's IT budget as well as OEIM's operating budget. Ensures all expenditures are appropriate and within budget allotments. Develops an annual IT budget for DTSC. Identifies opportunities for cost savings. Regularly reviews budget projections. Prepares and reviews Budget Change Proposals. Briefs legislative staff and control agencies on budget proposals. Attends budget hearings as necessary.
10%	<p><u>CalEPA CIO Support</u></p> <p>Assists in the development of enterprise architecture policies and procedures to evaluate business processes, operational programs and IT resources for CalEPA and its boards, departments, and offices (BDOs). Ensures compliance with policies and standards through oversight of department information technology. Collaborates with other CalEPA departments on the development of a "Best Practices" framework to conform to California Department of Technology directives and provides standard and repeatable processes to be utilized throughout every IT project's life cycle. Represents DTSC on statewide IT issues. Represents DTSC at the CalEPA Governance Board on enterprise architecture, rationalization, standardization, and consolidation of information technology applications, assets, infrastructure, data and procedures. Provides consultation and advice on data processing civil service classification reforms, serving on committees, attending conferences, and taking part in any other forum pertaining to the State's information systems policy formulation.</p>
Marginal Functions (Including percentage of time):	
5%	<p><u>Other Related Duties</u></p> <p>Performs other related duties including, but not limited to, attends meetings and public hearings.</p>
<p>Consequences of Error:</p> <p>Failure to perform the duties of the CIO will have a direct impact on the critical operational functions of the Department. The CIO provides overall policy advice and direction on emerging software applications, standardization, training and support; evaluation, acquisition and implementation of emerging network technologies and practices. This position serves as the Department's authority on information technology issues provides leadership and guidance on critical initiatives. The CIO position is responsible for providing guidance and oversight to various mission- critical projects. Finally, the CIO has responsibility for ensuring the security of all data maintained on its systems.</p>	
Typical Physical Conditions/Demands:	
<p>The work typically requires sitting for prolonged periods while reading, writing, typing, and participating in meetings. The position requires bending and stooping. The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. It may be required to stand, bend, squat, reach, grasp and pick up items consistent with office work. The incumbent may be required to lift 10 pounds and occasionally stand, bend, squat, reach, grasp, or kneel for long periods.</p>	
Typical Working Conditions:	
<p>Works in multi-story building, in a cubicle office setting using a variety of office equipment, e.g., computers, telephones, copiers, etc., with artificial light and temperature control, and attends meetings in similar settings. On an as-needed basis, work outside normal work hours, including evenings and weekends, may be required. A telework schedule may be available (the incumbent will be expected to be available through various platforms throughout the day to communicate on work related activities). The work schedule is Monday through Friday. Travel may be required locally and within the state. If travel is required, it will be by commercial carrier or auto, whichever method is in the best interest of the State. This position will have daily contact with DTSC staff, external state, and federal agencies, and local government representatives, and the public either in person, via email/telephone, or videoconferencing.</p>	
Special Requirements of Position (Check all that apply):	

- ☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

The CIO must have the ability to handle sensitive and confidential materials/matters; establish cooperative working relationships and effectively communicate with staff at all levels both within and outside DTSC to complete work assignments. The CIO must also understand the different functions of DTSC and other State and local agencies and how they relate to each other; reason logically, analyze information to reach accurate and defensible conclusions and resolve complex problems, and clearly communicate those conclusions; and understand and apply DTSC's Equal Employment Opportunity policies and procedures. Additional expectations include the ability to:

- Demonstrate a commitment to perform duties consistent with DTSC's mission, vision, and core values.
- Demonstrate a commitment to the equal employment opportunity program and maintain a work environment free from discrimination and sexual harassment.
- Adhere to all DTSC and state policies and procedures.
- Demonstrate a commitment to represent DTSC in an ethical manner and with respect, professionalism, and integrity.
- Willingness to take calculated risks and embrace new challenges with passion and energy.
- Demonstrate ability to identify resources and allocate them effectively.
- Ability to plan strategically, set realistic goals, and measure performance outcomes.
- Ability to develop strong partnerships and collaborate across all DTSC programs as well as the Board, Departments, and Offices under CalEPA to identify best practice solutions.
- Ability to communicate effectively, orally and in writing, with representatives from all levels of government, the public, Legislative, and Executive Branch.
- Possess essential personal qualifications, including integrity, initiative, dependability, good judgement, accountability for self and entire team, and the ability to work cooperatively with others.
- Ability to proactively and creatively solve problems and facilitate effective coalition building.
- Represent the Department effectively before the Legislature, control agencies, local governments and other state agencies on policy level issues and develop cooperative working relationships with representatives from all levels of state government and stakeholders.

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

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employee Name	Employee Signature	Date	

HUMAN RESOURCES BRANCH USE ONLY:

- ☒ Duties meet class specifications and allocation guidelines.
☐ Exceptional allocation, STD 625 on file.

Analyst initials: PX Date Approved: 10/3/2025

Revision Date (if applicable):