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### **Position Details**

**Classification:** Chief Technology Officer  
(Exempt)

**Office/Branch:** Information Technology

**Working Title:** Chief Technology Officer

**Location:** Sacramento

**Position Number:** 311-400-0951-001

**HR Approval Date/Initials:** 7/10/25 SS

**CBID/Bargaining  
Unit:** E99

**Work Week  
Group:** E

**Tenure:**  
Exempt

**Time Base:**  
Full-Time

### **Job Description Summary**

Under the administrative direction of the Chief Executive Officer, the Chief Technology Officer (CTO) manages the Authority's information technology services. In this capacity, the incumbent has the highest-level management responsibility for all Information Technology (IT) activities. The CTO oversees, monitors, and/or directs the planning, design, implementation, and integration of operational technologies required for the efficient and safe operation of the high-speed rail system. The CTO also serves as the Authority's Chief Information Officer and is responsible for all IT systems, infrastructure, assets, projects, purchases, and contracts and has operational oversight of IT functions, IT personnel, and operations including rail technology, web application development; application and database management; geospatial and digital integration, security administration; telecommunications; project planning, consulting, and management; and help desk and customer service management. The incumbent has broad authority to make complex and critical technical decisions.

### **Duties**

Percentage

Essential (E)/Marginal (M)

30% (E)    Rail Technology

- Plans, designs, implements, and integrates operational technologies required for the efficient and safe operations of the high-speed rail system. Develops, implements, and maintains of the applications and systems needed to run the rail system, including stations. Systems to develop, implement, and maintain include, but are not limited to:
  - Operation control and maintenance, such as drive to trackworker communication, facility management (HVAC, CCRV), and passenger information system (PIS);

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- Trackside, such as level crossings, signals, point machines, axle counters, on-track rolling stock condition monitoring; infrastructure such as interlocking, radio block center, telecom (GSM-R, 4G), bridges; and
- Onboarding systems, such as driver machine interface, diagnostics, doors, fire detection and extinguisher, mobile communication gateway, train control management system, cab radio, passenger alarm system, lighting, HVAC.
- Geospatial program inclusive of geographic information systems (GIS); geospatial data modeling; integration with real property, asset management, and other key information systems; and the development of multi-layer visualization of capabilities.
- Develops architectural frameworks required for the integration of various operational technologies with each other and with the information technology that supports key business applications.
- Develops technology to improve the user experience, fare integration, and developing strategic partnerships for seamless first and last mile connections to the system.
- Develops strategic roadmaps to support innovation and optimizations that increase efficiencies, reduce costs and risks, and improve business operations.
- Develops standards for a Common Data Environment (CDE), digital engineering solutions, and data sharing and integration. Integrates various technology systems and applications to ensure seamless data flow and interoperability.
- Facilitates business agreements with the technology industry. Establishes partnerships and facilitates collaboration with rail system providers and engineers outside of the US to gain insight, hear lessons learned, and inform the selection and implementation of specialized rail technologies.

### 30% (E) Strategic Planning

- Provides vision and leadership for developing and implementing technology initiatives; ongoing technology operations; and continuous improvements or enhancements of the technology portfolio.
- Directs the planning and implementation of enterprise IT solutions in support of business operations in order to improve cost effectiveness, service quality and business development.
- Directs or oversees the formulation and implementation of enterprise policies, procedures, practices, and standards related to the delivery of technology operations and services. Ensures alignment with state and federal policies, best practices, and the

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business needs, objectives, and strategic priorities of the Authority.

- Responsible for the development, administration, and implementation of best practices and processes for technology domains. Responsible for the integration of all IT strategies, alignment, usage, practices, procedures, processes, and decisions within the Authority.
- Responsible for the formation of strategies related to uses of technologies and digital transformation initiatives aligned to business areas and Authority goals.
- Develops strategies governing the adoption and development of Generative Artificial Intelligence (GenAI), ensuring tools and solutions support the Authority's mission and adhere to ethical guidelines.
- Analyzes and makes recommendations on enterprise-wide non-IT policies and procedures.
- Responsible for the approval of IT acquisitions including hardware, software, and service and professional contracts.
- Oversees the IT project portfolio and ensures projects deliver defined business results within budget, scope, and schedule.
- Directs preparation of IT strategic plans to meet current and anticipated business needs; evaluates enterprise IT solutions and ensures alignment with the Authority's strategic goals and objectives.
- Collaborates with all levels of Authority management to identify technology needs; makes recommendations on how to meet those needs. Promotes the use and acceptance of technology to meet business objectives and create innovative solutions.

20% (E)     Administration

- Plans, organizes, authorizes, and directs all activities associated with technology operations through subordinate managers and has direct authority over all IT operations, services, and personnel within the Authority.
- Establishes organizational goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness and continuously implements process improvements.
- Responsible for resource planning and hiring qualified employees.
- Establishes performance metrics, defines the relationship to the strategic plan and communicates those measurements to staff, peers, and management. Develops and tracks key performance indicators (KPIs) to measure the success of technology investments and ensure alignment with business objectives of the Authority.

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- Ensures formulation and implementation of training and career development plans for staff and management.
- Develops or oversees the development of the annual IT operating budget and monitors those fiscal resources.
- Responsible for the development and submission of required reports to control agencies.
- Evaluates emerging technologies and solutions, new applications of technology, and product and solution roadmaps to assess their ability to support the Authority's mission.
- Ensures the development of ongoing maturity of the Information Security Program including, but not limited to vulnerability management, incident response, configuration management, and privacy.

15% (E)     Consultation

- Advises executives on the impact of policy issues of concern to the Authority and technology functions.
- Partners with executive staff in the development of strategic and tactical planning efforts to ensure that systems and tools are in place to support day-to-day business operations.
- Provides leadership in executive oversight of Authority policy.
- Participates in and attends operational meetings, committee meetings, and executive staff meetings.
- Represents the Authority with federal agencies, state control agencies, legislative committees, and other external agencies in matters concerning IT.
- Serves as advisor to the Authority CEO, executive staff, and senior management on all aspects of IT services and programs.

5% (E)

- Advises management, staff, and clients on matters regarding IT trends and best practices.
- Develops cooperative relationships with Agency partners, control agency representatives at all levels, and external business partners.
- Other duties as assigned and necessary for operational continuity.

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### **Special Requirements**

The checked boxes below indicate any additional requirements of this position.

|                                                                                                     |                                                                                                      |                                                                                                           |                                                                                            |                                                                                            |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| License<br>Required<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>Type: | Conflict of<br>Interest (COI)<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Bilingual<br>Required<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>Language: | Contract<br>Manager<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Medical<br>Required<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

Other Special Requirements Information:

*Conflict of Interest* – This position is designated under the Conflict-of-Interest Code. The 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 employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

*Contract Manager* – Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM), and the California Government Code (GC). Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the SCM and the California GC.

### **Knowledge and Abilities**

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

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### **Desirable Qualifications**

- Demonstrated knowledge of Business Technology Management, Client Services, Project Management, Software Engineering, System Engineering, Information Security, and Rail Technology.
- Experience leading a technology organization or multi-discipline technology teams.
- Knowledge and experience in directing the execution and deployment of large IT projects, including resource, project, contract, and vendor management.
- Demonstrated knowledge and experience in the development and implementation of IT strategic plans and policies, spanning multiple years.
- Demonstrated ability to establish and maintain effective working relationships on behalf of the department with representatives at all levels of government, various organizations, and the public.
- Demonstrated ability to recruit and retain staff with the requisite qualifications needed to deliver technology services.
- Demonstrated ability to evaluate contract resource requirements and staff.
- Demonstrated ability to align new and existing technology with business requirements and needs.
- Demonstrated ability to effectively communicate technical information to a non-technical audience.
- Demonstrated focus on customer service; ability to identify solutions to complex issues.
- Demonstrated experience in planning, initiating, and implementing transition efforts for the continued optimization and automation of technology and tools that support enterprise goals.
- Experience with the state budget process and experience in representing a department before control agencies and legislative bodies in support of proposed projects and plan activities.
- Ability to prioritize and adjust plans and strategies to address evolving business needs.

### **Supervision Exercised Over Others**

This position manages the Information Technology Office, which includes the following areas: Information Security Services, IT Enterprise Services, IT Solutions Delivery, Geospatial and Digital Integration, and Rail Technology. Classifications in the Information Technology Office include Career Executive Assignment, Information Technology Manager II, Information Technology Manager I, Information Technology Supervisor II, Information Technology Specialist III, Information Technology Specialist II, Information Technology Specialist I, and Information Technology Associate. This position directly supervises subordinate managers who are responsible for the support of the Authority's core staff to ensure that technical requirements and processes are being met.

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### **Public and Internal Contacts**

The incumbent will have regular contact with various levels of staff at the Authority, including the Board of Directors, the Chief Executive Officer, other executives, consultants, vendors, contractors, staff at other governmental agencies, control agencies, internal and external stakeholders, and the public. The incumbent must handle all situations and communications tactfully and respectfully to support the Authority's mission.

### **Responsibility for Decisions and Consequence of Error**

The employee has broad management responsibility for a large program or set of related functions. Administrative direction is usually received in terms of goals, and review is received in terms of results. This level is responsible for decisions for policy formation, direction, and strategic planning. This level is also responsible for program, project, and staff decisions and actions. The consequence of error at this level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

### **Physical and Environmental Demands**

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. The incumbent must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

### **Working Conditions and Requirements**

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: This position works primarily in the office, but limited telework may be available for California residents.
- c. Travel: Travel may be occasionally required domestically or internationally to support continuous education or to partner with system providers, operators, and other subject matter experts.
- d. Other: The incumbent will be required to carry a state-issued cell phone and work outside of their regular schedule, as needed, to meet business needs.

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**Acknowledgment and Signatures**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the supervisor indicated below. If you are unsure whether you require reasonable accommodation, inform your supervisor who will discuss your concerns with the RA Coordinator.)

|                         |            |       |
|-------------------------|------------|-------|
| Incumbent Printed Name: | Signature: | Date: |
|                         |            |       |

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

|                          |            |       |
|--------------------------|------------|-------|
| Supervisor Printed Name: | Signature: | Date: |
|                          |            |       |

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