

## Duty Statement – Leadership

ASD/HRB-12A (New. 10/2025) Page 1 of 7

### Duty Statement

☐ Current ☐ Proposed

RPA Number:	Classification Title: Career Executive Assignment	Position Number: 673-860-7500-002
Incumbent Name: Vacant	Working Title: Chief Technology Officer	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Office of Information Services	Section/Unit:	Reporting Location: Sacramento
Supervisor's Name: Kim Vu	Supervisor's Classification: Career Executive Assignment B	CBID: M01
Confidential Designation:  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Designated Position for Conflict of Interest:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Telework Eligible:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supervision Exercised: <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Supervisory		

### General Statement

The Office of Information Technology provides full scope of information technology and security services to CARB management, programs, and staff.

### Competencies

As a CTO, the incumbent must have a expert proficiency in the leadership competencies of business acumen; inspirational leadership; diversity, equity, inclusion and belonging; results-driven; stewardship; talent management; vision and strategic thinking.

To successfully perform the job's essential functions while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives, and Goals, the incumbent must also have expert proficiency in the following competencies:

- vision and strategic thinking
- results-driven
- business acumen

### Position Description

Under administrative direction of the CIO, The Chief Technology Officer (CTO) is responsible for driving the technological vision and innovation strategy within CARB's IT landscape. Focused on the development, implementation, and integration of technologies, the CTO ensures that the organization's technical infrastructure is modern, scalable, and aligned with both current and future business needs. The CTO lead technical teams in exploring emerging technologies, developing custom solutions, modernizing legacy systems, and improving performance through automation, cloud adoption, and agile practices.

## Duty Statement – Leadership

ASD/HRB-12A (New. 10/2025) Page 2 of 7

% of Time	Essential Functions
35%	<p>Maintain technical roadmap of CARB's technology to ensure adherence to statewide technology and security policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, the State's IT Strategic Plan, IT- related Executive Orders, IT-related Budget Letters, IT-related management memos, and other related memoranda.</p> <p>Ensure the IT infrastructure can manage and provide ongoing support for expanded information management services, both internal and external Responsible for the management and direction of staff engaged in software development and utilization, providing IT support to department operations, and supporting the technology infrastructure of the department. Provides guidance, sets performance goals, and fosters a culture of innovation and collaboration.</p> <p>Assist the CIO in evaluating new technology concepts and security systems and determine their applicability for CARB. Provide oversight to ensure all efforts and technical deliverables meet the end results while also adhering to statewide policies and expectations when developing and delivering critical IT systems.</p> <p>Collaborate with technology vendors and partners to assess and select appropriate solutions, negotiate contracts, and manage relationships. This includes evaluating third-party technologies.</p>
35%	<p>Align technology initiatives with business goals, identifying emerging trends, assessing the impact of new technologies, and making informed decisions on technology investments.</p> <p>Oversee the organization's technology infrastructure and operations; manage computer rooms, networks, servers, storage, and cloud services; ensures the infrastructure is scalable, secure, and reliable, optimizing its performance and efficiency.</p> <p>Ensure the Technical Recover Plan is maintained while appropriately mitigating the risks and minimizing any impacts to program.</p> <p>Assist the CIO in developing IT strategic plans and ongoing system and data evaluation, goal setting and establishment of OIS practices. Propose recommendations for the development, establishment, and administration of all CARB technology and IT security-related policy standards necessary for attainment of CARB's mission, goals, and objectives.</p> <p>Evaluate metrics and propose for cost-effective means to improve organizational wide services including planning for the procurement of software and refresh of hardware.</p>
20%	<p>Work collaboratively with CalEPA and represent CARB as the technical lead in CalEPA's Shared Services.</p> <p>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, the media, and the legislative and executive branches; analyze complex administrative problems, policies, and</p>

**Duty Statement – Leadership**

ASD/HRB-12A (New. 10/2025) Page 3 of 7

	<p>procedures, and recommend effective courses of actions; and communicate effectively.</p> <p>Heavily involved in budget planning and financial management related to technology investments, infrastructure upgrades, software licensing, and maintenance contracts; works closely with the CIO, and ACIO to ensure cost-effective technology solutions and monitor expenses within the Information Technology Services Division.</p>
--	---

<b>% of Time</b>	<b>Marginal Functions</b>
10%	<p>Attend appropriate seminars, conferences, and training to maintain a level of professional competency in the information technology field. Keep up to date by reading technology periodicals and e-mail updates.</p> <p>Perform administrative duties such as recruiting, interviewing, and hiring staff to fill vacancies; coach and mentor direct reports; prepare and evaluate employees and complete performance appraisals and probationary reports and, when necessary, initiate disciplinary proceedings and adverse action; provide training and development opportunities for staff.</p>

**Typical Physical Conditions/Demands**

Work is performed in a climate-controlled office environment.  
 Requires prolonged periods of sitting at a desk and working on a computer.  
 Involves frequent use of standard office equipment such as computers, phones, copiers, and printers.  
 Requires visual acuity to read and prepare documents and use a computer screen.

**Typical Working Conditions**

Work is performed in a climate-controlled office environment.  
 Involves prolonged periods of sitting at a desk and working on a computer.  
 May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing.  
 Noise levels are typically low to moderate.  
 May involve occasional travel to attend meetings or trainings.

**Special Requirements of Position (Check all that apply):**

<input type="checkbox"/> Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.). <input type="checkbox"/> Duties require participation in the DMV Pull Notice Program. <input type="checkbox"/> Performs other duties requiring high physical demand. (Explain below) <input type="checkbox"/> Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles. <input type="checkbox"/> Travel up to _____ percentage <input type="checkbox"/> Bilingual Fluency needed in _____(language)
--

**Duty Statement – Leadership**

ASD/HRB-12A (New. 10/2025) Page 4 of 7

☐ Other-

**Supervisor Statement**

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date: Date
------------------	-----------------------	---------------

**Employee Statement**

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

*\* 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 reasonable accommodation to perform the essential functions of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Name:	Employee Signature:	Date: Date