



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 2/2026)

Classification(s): Career Executive Assignment (C.E.A.)

Working Title: Chief Information Officer

Position Number: 535-210-7500-XXX

Division/Branch or Office: Information Technology Services Branch

Collective Bargaining Identifier (CBID): M01

Work Week Group (WWG): E

Date Approved: January 1, 2026

Conflict of Interest (COI): ☒ Yes ☐ No

If yes, this 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 appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general direction of the Director of the Administrative and Financial Services Division, the Chief Information Officer (CIO) leads the Information Technology Services Branch, which encompasses IT Procurement, Customer Support, Application and Web Development, Information Security, Infrastructure Support, Project Management, and Data Engineering.

The CIO is responsible for developing and executing technology strategies, policies, and standards that support both the core business operations and the specialized energy programs of the California Energy Commission (CEC). This role provides strategic leadership in the adoption and implementation of new IT technologies, overseeing the processes and procedures that guide the design, development, maintenance, and evolution of the department's IT infrastructure.

Essential Duties

35% Provides leadership on enterprise data initiatives and increasing data literacy across the department using data-informed decision-making; provides strategic policy and operational oversight of IT activities across the CEC; leads collaborative efforts to integrate, standardize, and improve the usability of data across the department, ensuring consistency and alignment with industry best practices; maintains and enhances a cross-functional data governance framework in partnership with department leadership, with a focus on transparency, accountability, and measurable outcomes; enhances the use of integrated data for operational planning, policy development, research, and evaluation; leads the exploration and piloting of



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new technologies and methods to leverage the CEC's data assets for innovation and continuous improvement.

- 20% Leads governance and cross-functional coordination of IT initiatives across the CEC, providing expert guidance and matrixed leadership to interdisciplinary teams to ensure IT solutions are robust, secure, and scalable; promotes responsible implementation of new IT solutions, tools and applications, including generative artificial intelligence (AI), by aligning efforts with enterprise architecture, security standards, and industry best practices in collaboration with IT and leadership; evaluates infrastructure, tools, and platforms needed to support CEC programs; assist in reducing barriers to adopting new IT solutions, tools, and applications and refine procurement strategies to support innovation and scalability of IT solutions, tools, and applications.
- 20% Responsible for the strategic leadership, governance, and oversight of all IT functions across the CEC, including procurement, customer support, application and web development, information security, infrastructure support, project management, and data engineering; serves as the department's principal advisor on IT issues, data collection and management, and emerging issues such as the implementation of AI tools, the incumbent leads the development and execution of an enterprise-wide data and AI strategy; leads the identification and prioritization of high-impact data and AI use cases that support the department's mission; establishes and maintains an enterprise data operating model that builds the necessary capabilities, competencies, and governance structures to support strategic execution; collaborates with IT and business leaders to ensure IT initiatives are implemented with appropriate technical, legal, and risk considerations; defines objectives, performance measures, and success metrics to assess the value and impact of IT initiatives, and adjusting strategies as needed to responds to emerging needs or regulatory changes.
- 10% Lead and mentor the management and staff of the IT Branch; direct and oversee the resource allocation, performance evaluation, and professional development of the team; develop budget change proposals; direct and oversee the budgeting process, contract management, and approve expenditures for the branch.
- 10% Monitors evolving state and federal regulations to ensure compliance and inform the CEC's IT practices accordingly; serves as CEC's representative in external forums, industry events, and strategic discussions related to IT; maintains awareness of emerging technologies and trends; and identifies opportunities for innovation and partnerships with vendors and other organizations.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.



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Knowledge, Skills, and Abilities

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and 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 programs and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion and has taken an active, meaningful role in creating an environment that enables each employee to thrive.

Employee's Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____

Supervisor's Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.



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Supervisor's Name (Print): _____

Supervisor's Signature: _____

Date: _____