Deputy Director of Digital Identity Program
OFFICE OF DIGITAL SERVICES

Name: Vacant
Effective Date:

SCOPE:

Under the general direction of the Chief Digital Strategy Officer, Office of Digital Services (ODS), the Deputy Director of the Digital Identity Program will be responsible for leading the statewide digital identity program.  The Digital ID program sets forth policy, guidelines, deployment, and customer engagement of digital identity solutions across the state of California to ensure that California residents can access digital services and create opportunities. In partnership with State of California departments and agencies, the program also helps facilitate effectiveness and efficiency in state of California digital service delivery. The program provides a consistent, secure, privacy enabled, reliable, and consent-based method to authenticate and identify a California resident when that resident accesses the subset of digital state services.

SPECIFIC DUTIES:

30%    Lead the Digital ID gateway and program while handling the coordination amongst participating departments statewide. Responsible for the management and deployment of the Digital ID gateway, its security, reliability and its ability to be implemented statewide. Serve as the executive leader of the technical development of the Digital Identity ecosystem on the CDT side as well as keep stakeholders statewide informed and updated on the Digital identity program. The CEA will serve as an executive strategic product and policy leader of the Digital identity program.

30%    Coordinate and engage with privacy, emerging technology, nonprofit, and international organizations. Gather and assess feedback from Digital identity stakeholders. Oversee and develop policies and legal frameworks to enable acceptance of digital identities, while protecting user privacy and digital rights, collaborating with the Governor's Office, Legislature, state agencies, counties and other government entities to develop cross-organization standardization. Responsible for the implementation of Identity Management, Privacy Engineering, Single Sign On, a distributed authentication system for the Digital identity program, and external communications as it relates to the program

30%    Serve as a member of the Department's Executive staff, providing guidance and direction regarding Digital identity policy and guidelines for the state of California. Update California legislature as appropriate. Effectively communicate relevant policies and governance to assist department executives in making decisions. Forge strong partnerships with Legislators, Chief Information Officers, (CIOs), Agency Information Officers (AIOs), agency secretary and undersecretaries, directors, executives, the Governor's Office and customer departments, as well as other key stakeholders to stabilize and reduce risk to the digital identity program.

10%    Provide executive oversight of the Office's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including

adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure Office management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS:
- Executive product and policy leader with expertise on digital identity solutions and a bias for action for customer engagement, customer centricity, and strategic communications This includes: understanding of digital identity frameworks, policies, and guidelines, as well as Biometric Data, Blockchain, Artificial Intelligence, and Centralized identity system architecture.
- Extensive experience leading teams, with ability to communicate and engage with diverse stakeholders in and outside of CDT, including California legislature, Government Operations Agency, Governor's Office, and state departments and agencies.
- Experience with implementing security policies, data privacy policies and legal policies.
- Executive presence and internal / external communication skills, including storytelling as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively within the Administration, control agencies, Legislature, key customers, stakeholders, privacy and advocacy groups and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
- Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

_____                          _____
Deputy Director of the Digital Identity Program                          Date

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