



State of California

**Office of Data and Innovation**

401 I Street Suite 200, Sacramento, California 95814

**Duty Statement**

Current       Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Governmental Affairs and Innovation Training
Classification	Staff Services Manager II (Supervisory)
Working title	Innovation Program Manager
Position number	418-100-4801-xxx
Prepared date	12/30/25
Effective date	
Name	Vacant

**General Statement**

Under the direction of the Deputy Director, Governmental Affairs and Innovation Training , the Innovation Program Manager leads and manages the operations, strategy, and delivery of several strategic programs such as the Governor’s Innovation Fellows, the Innovation Labs or Engaged California. The incumbent oversees multi-disciplinary teams to deliver service improvements and build innovation capacity within state government. They are responsible for fostering partnerships across agencies and communities to elevate inclusive engagement, data-informed decision making, and human-centered problem solving in public services.

**Essential Functions**

Percentages	Description
30%	<p><b>ODI-wide Program Oversight and Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>● Provide overall leadership for new and emerging program areas, ensuring both align with ODI’s strategic objectives and values.</li> <li>● Supports the ODI Portfolio as a responsive program manager to emerging programs, leading matrixed teams.</li> <li>● Manages curriculum development and works with subject matter experts for all data, human-centered design, and technology curricula for the CalAcademy program.</li> <li>● Drives course creation via internal development or contracted services and will modify existing curricula from other civic tech government agencies, such as United States Digital Service (USDS), 18F, and non-profits like Code for America.</li> <li>● Develop programmatic roadmaps, define success measures, and create feedback loops to continuously evolve the innovation and engagement portfolios.</li> <li>● Designs course assessment tools consistent with desired learning outcomes and identifies opportunities for quality improvements</li> <li>● Contributes to the development of course outlines on data, human-centered design and technology skill building.</li> <li>● Manages curriculum development and works with subject matter experts for all service delivery and data standards curriculum.</li> <li>● Develops course proposals that define course requirements, rationales, goals, and objectives including course learning outcomes in line with subject matter requirements.</li> <li>● Build and maintain partnerships with other state departments, community organizations, researchers, and/or civic engagement partners.</li> </ul>
20%	<p><b>Governor’s Innovation Fellows Oversight</b></p> <ul style="list-style-type: none"> <li>● Oversee the planning, implementation, and evaluation of Efficiencies/Governor’s Innovation Fellows initiatives aimed at strengthening public trust and efficiency across state government.</li> <li>● Collaborate with the Fellows Program team to design and implement the Fellowship program for new cohorts of Fellows.</li> <li>● Ensure the Governor’s Innovation Fellows program is responsive to emerging state needs and continuously refined through feedback, data, and research.</li> <li>● Integrate programs such as Governor’s Innovation Fellows, Innovation Labs or Engaged California initiatives to support statewide priorities in equity, accessibility, and digital transformation.</li> <li>● Oversee concurrent Fellows cohorts and innovation lab projects, ensuring alignment with scope, timeline, and budget requirements.</li> </ul>
20%	<p><b>Project Management and Delivery using ODI’s Product Approach</b></p> <ul style="list-style-type: none"> <li>● Utilizes a product approach to projects within ODI</li> <li>● Facilitate structured project discovery, research, design, prototyping, and delivery phases using ODI’s playbooks and equity frameworks.</li> <li>● Ensure all projects demonstrate value through measurable outcomes and public benefit.</li> </ul>

Percentages	Description
	<ul style="list-style-type: none"> <li>● Works closely with subject matter experts to create high quality, meaningful, hands-on, data-driven tasks, activities, lessons, and projects.</li> <li>● Implements evaluation and performance metrics to measure overall program performance, including development of data collection methods and tools.</li> </ul>
15%	<p><b>Team Leadership and Development</b></p> <ul style="list-style-type: none"> <li>● Develop CalAcademy team members in a collaborative, inclusive, and mission-driven work environment. This will include organizing, directing and reviewing work performed, and other supervisory functions.</li> <li>● Supervise and support Fellows Program team members in a collaborative, inclusive, and mission-driven work environment.</li> <li>● Provide professional development, mentoring, and performance feedback for staff and Fellows.</li> <li>● Promote a team culture grounded in learning, transparency, equity, and trust.</li> </ul>
10%	<p><b>Stakeholder Engagement and Change Management</b></p> <ul style="list-style-type: none"> <li>● Engage state department leaders, program staff, and community stakeholders to co-create solutions, build shared understanding, and develop champions for innovation and engagement practices.</li> <li>● Lead high-visibility workshops, public sessions, and storytelling efforts to broaden awareness of ODI’s work and impact.</li> <li>● Act as a change agent to normalize inclusive innovation and engagement in state operations.</li> <li>● Manages the implementation of a program marketing and outreach plan that keeps customers informed of available training services and resources from ODI.</li> </ul>

**Marginal Functions**

%	Description
5%	<p><b>Reporting, Budget, and Compliance</b></p> <ul style="list-style-type: none"> <li>● Oversee program budgets, contracts, procurements, and grants in partnership with ODI’s administrative and fiscal teams.</li> <li>● Ensure all activities comply with relevant statutes, policies, and data governance standards.</li> <li>● Prepare briefing materials, public reports, grant updates, and strategic communications for leadership and external audiences.</li> </ul>

**Supervision Received**

This position receives general direction from the Deputy Director of Governmental Affairs and Innovation Training.

**Supervision Exercised**

The Innovation Program Manager leads multidisciplinary teams, including CalAcademy team, Fellows Program team staff and contractors and Governor’s Innovation Fellows.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work full-time from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**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.)

*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 their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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

Supervisor Signature	Supervisor Printed Name	Date