

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
CHIEF PROJECT OFFICER

Name:
Effective Date:

SCOPE:

The Chief Project Officer (CPO)/Deputy Director of the Office of Statewide Project Delivery (OSPD) at the Department of Technology works under the direction of the Chief Deputy Director/Deputy State CIO. The CPO Oversees CDT's project approval and oversight functions and owns the supporting project approval and oversight policies and processes.

The CPO's main responsibility is to help state agencies and departments plan and deliver successful IT projects and related procurements. This ensures that California's technology investments are well-coordinated, aligned with statewide goals, and deliver real value to the public.

ESSENTIAL FUNCTIONS

The incumbent must possess a comprehensive understanding of the structure and operations of government and expertise in public administration including the roles, responsibilities, and processes of both the Legislature and the Executive Branch. The incumbent will also demonstrate a proven track record of successfully delivering large-scale, complex IT projects and initiatives and demonstrate comprehensive understanding of effective project management methods and best practices. Strong leadership skills are essential, including the ability to develop and guide high performing teams, manage enterprise-level programs, solve complex multifaceted problems, and apply effective personnel and resource management practices to achieve measurable outcomes.

The position also demands a high level of initiative, independent decision-making, creativity, and sound judgment. Strong communication skills and the ability to build and maintain collaborative working relationships are essential. The incumbent must be able to manage multiple priorities and perform effectively under pressure to meet critical deadlines.

SPECIFIC DUTIES:

The CPO is responsible for program management, portfolio management, risk management, remediation and attendant methodologies, of highly complex and sensitive IT projects and procurements, as well as overseeing the governance process for related policy and process development. Specific duties include:

- 30% The incumbent is responsible for leading the development, coordination, and implementation of statewide IT project approval and oversight policies and processes. This includes ensuring that policies support the State's IT priorities and initiatives and are aligned with California's business needs, strategic plans, and industry best practices.

The incumbent will provide strategic direction to ensure consistent application of

IT project and procurement policies across departments. They will evaluate statewide IT project management practices and performance, determine appropriate oversight levels, and identify risk management requirements for approved departmental IT projects.

In addition, the incumbent will monitor and oversee state agency project portfolios to ensure alignment with statewide objectives, track progress, and identify emerging risks or performance issues. They will coordinate with other control agencies to support successful project delivery and escalate unresolved critical project or funding issues to the Chief Deputy Director/Deputy State CIO for resolution.

- 30% Serve as a senior advisor to the Chief Deputy Director/Deputy State Chief Information Officer (CIO) and the Director/State CIO on the development and implementation of statewide IT project and procurement policies and processes. Provide expert consultation on departmental and statewide initiatives, policies, and standards that support the Department of Technology's strategic goals and objectives.

The incumbent will offer high-level guidance on critical issues affecting the Department, ensuring executive leadership is informed and equipped to make decisions that advance the State's technology priorities. This includes identifying emerging challenges, recommending policy responses, and contributing to the strategic direction of statewide IT governance.

- 30% Lead and guide executive-level planning and coordination efforts across state agencies and departments to support the State's IT tactical planning in alignment with its strategic direction. This includes organizing and facilitating executive meetings, steering committees, governance councils, and collaborative workgroups to ensure open dialogue and informed decision-making.

The incumbent provides strategic guidance and support to governance bodies engaged in enterprise IT policy development and statewide planning efforts. This role ensures that planning activities are inclusive, transparent, and aligned with California's long-term technology goals.

- 10% Provide leadership and direction for executive-level IT planning and coordination across state agencies and departments to advance California's tactical IT initiatives in alignment with statewide strategic goals. This includes convening and facilitating executive forums such as steering committees, governance councils, and cross-departmental workgroups to promote collaboration, transparency, and informed decision-making.

The incumbent offers strategic counsel and operational support to governance bodies responsible for enterprise IT policy development and statewide planning. This role ensures that all planning efforts are inclusive, well-coordinated, and aligned with the State's long-term technology vision.

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/Chief Project Officer

Date

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

Chief Deputy Director/Deputy State CIO

Date

H/R Analyst _____