

**Department of Financial Protection and Innovation**

Position Duty Statement

DFPI HRO 203 (Rev. 07-2021)

<b>NAME</b>	<b>EFFECTIVE DATE</b>
<b>CLASSIFICATION TITLE</b> CEA - B	<b>POSITION NUMBER</b> 410-113-7500-201
<b>WORKING TITLE</b> Chief Information Officer	<b>DIVISION/OFFICE/UNIT/SECTION</b> Information Technology Office
<b>BARGAINING UNIT</b> M01	<b>GEOGRAPHIC LOCATION</b> Sacramento/ San Francisco/Los Angeles/San Diego

**General Statement:**

Under the general direction of the Chief Deputy Commissioner, this position will act as the Department’s Chief Information Officer (CIO), providing executive-level leadership on department-wide information technology (IT) issues, including network services, architecture, operations, security, policy and direction. The CIO leads the IT Division in innovation and progress in support of the Departments mission and vision.

Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**30% Policy, IT Governance (E)**

The CIO serves as a member of the Department’s Executive Committee. Advises the Commissioner, Chief Deputy Commissioner, Deputy Commissioners, and senior management on all aspects of the Department of Financial Protection and Innovation IT and automation of DFPI’s business processes. Works with all levels of department management to identify and analyze customer information technology needs. Leads the IT Division on innovative and progressive ways to resolve pain points and make recommendations on how to best meet those needs.

Serves as the highest-level IT policy authority for the Department of DFPI and has broad authority formulating, approving, and implementing IT policies, processes, and practices which have significant impact on all DFPI programs.

Formulates and implements enterprise policies, practices, and standards related to the delivery of information technology operations and services for the Department’s programs.

Responsible for the implementation of department-wide information technology policies, standards, and oversight with a focus on alignment of technical services to the business needs and objectives of the DFPI.

## Department of Financial Protection and Innovation

### Position Duty Statement

DFPI HRO 203 (Rev. 07-2021)

The CIO has primary responsibility for the formation of strategies related to uses of technologies and technology alignment to business areas within the DFPI.

Responsible for the development, administration, and operations of the DFPI best practices and processes for technology domains including IT governance, project portfolio management, application and solution development, information technology architecture, information technology support service management, data management, and information technology security.

#### **30% Internal Program Oversight/Operations Management (E)**

Oversees day to day IT operations, infrastructure, information security, procurement, data, and support. Oversees the effective and efficient development, implementation, maintenance, and operations of all DFPI IT systems. Responsible for continuous IT process improvements by evaluating information technology service and management functions within the ITO. Conducts service-level evaluations and provides program management direction to ensure effectiveness and efficiency in meeting IT business needs, projects, and production deadlines. Plans, organizes, and directs all activities associated with the operations of the ITO through subordinate managers and supervisors.

Responsible for department operational recovery plan. Provides guidance to the Information Security Officer in the development and implementation of the Information Security and Risk Management program.

#### **15% Fiscal and Control Agency Management (E)**

The CIO maintains oversight and authority over the department's IT capital plan and departmental IT acquisition plan. The CIO is responsible for the approval of information technology acquisitions including hardware, software, and service and professional contracts.

Direct responsibility for the information technology operational and project budget. Responsible for the development of budget change requests and for ensuring cost-effective use of resources, and for identification of IT cost savings that contribute to the overall prudent management of the department's budget. Responsible for the development of long and short-term staffing and budget plans.

Ensures all DFPI technology policies and practices are in compliance with the California Department of Technology (CDT) and the California Business, Consumer Services and Housing Agency (BCSH). Develops and submits required reports to the CDT and BCSH agency.

#### **15% Enterprise Goals and Objectives (E)**

## Department of Financial Protection and Innovation

### Position Duty Statement

DFPI HRO 203 (Rev. 07-2021)

The CIO is responsible for the oversight of DFPI IT projects, ensuring that they deliver defined business results within budget, scope, and schedule. The CIO sets goals and objective for the ITO that are consistent with the DFPI's mission, establishes workload priorities to meet needs; secures the appropriate staffing levels and classifications, and obtains the necessary tools and resources to effectively support DFPI workforce. Establishes performance metrics, workload tracking and other mechanisms to inform decision making processes. Serves as the executive leader of the IT project plan committee.

**5% Advisor (E)**

Provides expert advice, counsel, and potential impact to the Department and programs areas to all relevant groups, including senior management.

**5% Other Duties (M)**

Attends executive staff meetings and performs other related duties as required.

**B. Supervision Received**

Functions with a high degree of autonomy in decision making and representing the Department before state governmental officials and their staff at the highest levels, including the Governor's office, state cabinet level officials, agency heads and the legislature. The position works closely with the Chief Deputy and Deputy Commissioners in developing enterprise project management plans.

**C. Supervision Exercised**

Provides supervision over a team of IT staff, including: IT Manager II, IT Manager I, IT Specialist II, IT Specialist I, IT Technician

**D. Administrative Responsibility**

Timecards, manage program budget, hiring and performance appraisals, approval of procurement requests, training, etc.

**E. Personal Contacts**

Daily contact with DFPI employees, with other governmental regulatory agencies, BCSH executives, various members of executive staff to provide recommendations, answers questions, provides updates and information on strategic goals. Interacts with other programs within the department. Attends hearings and answer questions.

**F. Actions and Consequences**

If the incumbent does not perform the position's duties as specified, the public is not getting the protection they have a right to and deserve. California could lose opportunity to lead at a national level to promote change that would benefit Californians.

**Department of Financial Protection and Innovation**

**Position Duty Statement**

DFPI HRO 203 (Rev. 07-2021)

**G. Functional Requirements**

Work remotely and/or in an office setting.

**Frequently:**

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during in meetings.
- Operating office equipment such as: multi-line telephone console, cell phone, computer, copy machine, fax.
- Bend (neck and waist), push, pull and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

**Occasionally:**

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.), including overnight travel inside California may be required.
- Lifting and carrying 20 pounds.
- Climbing stairs, kneel, and squat.

**H. Other Information**

The duties require incumbent to visit Governor’s office, CDT, BCSH agency heads and internal and external stakeholders, which requires the ability to travel. Demonstrated leadership and planning ability; emotional maturity and stability; objective understanding of the mission of the Department.

**CONFLICT OF INTEREST**

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations. The incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

**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 Health & Safety analyst.)

---

Employee Signature

Date

---

Employee’s Printed Name, Classification

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

**Department of Financial Protection and Innovation**

**Position Duty Statement**

DFPI HRO 203 (Rev. 07-2021)

---

Supervisor Signature

Date

---

Supervisor's Printed Name, Classification