

California Department of Tax and Fee Administration

DUTY STATEMENT

CURRENT
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION Career Executive Assignment (CEA) Level B		WORKING TITLE Chief Information Officer	
DIVISION/OFFICE/UNIT Technology Services Division		SPECIFIC LOCATION ASSIGNED TO	
SEERA DESIGNATION Managerial	BARGAINING UNIT 01	WORK WEEK GROUP E	CERTIFICATES REQUIRED None
FINGERPRINTS/BACKGROUND CHECK REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED Yes	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) 291-381-7500-002	
<p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>			
<p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the general direction of the CA Department of Tax and Fee Administration (CDTFA) Director and Chief Deputy Director, the Chief Information Officer (CIO) plans, organizes, directs, and controls the department's enterprise Information Technology (IT) program. The CIO serves as CDTFA's chief IT policy authority and highest-level technical expert and provides executive leadership for all IT strategies, operations, governance and modernization initiatives. The CIO serves as a member of CDTFA's Senior Staff, IT Governance Committee and Enterprise Risk Management Committee.</p> <p>The CIO is responsible for establishing and maintaining CDTFA's IT vision, strategic plan, policies, standards, and performance management framework. The incumbent collaborates with executive leadership to align IT initiatives with departmental strategic objectives and ensures compliance with statewide IT policies, standards, and regulatory requirements.</p> <p>The CIO directs and oversees a large, complex IT organization responsible for application development and maintenance, infrastructure and network services, enterprise architecture, cybersecurity, data services and analytics, and product and portfolio management. The CIO provides executive leadership for enterprise-wide modernization efforts, system implementations, integrations, and transformation initiatives, and serves as the department's highest-level technical authority on major IT programs and projects.</p> <p>The CIO is accountable for the effective delivery of IT services, operational continuity, system security, data integrity, fiscal stewardship, and enterprise risk management. The incumbent establishes governance processes, performance metrics, and continuous improvement practices to ensure efficient, secure, and cost-effective technology solutions that support CDTFA's business operations and mission.</p> <p>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</p>			
PERCENTAGE OF TIME SPENT	DUTIES		
55%	<p><u>ESSENTIAL JOB FUNCTIONS</u></p> <p>Plans, organizes, directs and controls the CDTFA's enterprise IT program through the establishment and execution of a business technology vision, IT Strategic Plan, annual program and operations plans, IT budget, and an integrated IT governance, policy and operations framework. Provides leadership for enterprise IT planning and policy development, administrative and operational support, performance management, disaster recovery and business continuity operations.</p> <p>Serves as the executive authority over critical IT functions, including application development, network and infrastructure operations, information security, enterprise architecture and technology standards, database administration, system implementation and change management, quality assurance and testing, and emerging technology platforms.</p>		

	<p>Through subordinate managers, directs a multidisciplinary workforce of approximately 330 IT professionals, contract staff, and administrative support personnel, and administers an annual IT budget of approximately \$80 million. Ensures effective workforce planning, fiscal management, vendor oversight, and program delivery aligned with CDTFA’s strategic objectives.</p>
30%	<p>Acts as the department’s IT liaison with state control agencies, including the California Department of Technology, Department of Finance, Department of General Services, and California Department of Human Resources; the Legislative Analyst’s Office; and members of the Legislature and their staff. Represents CDTFA in interagency partnerships, including the Strategic Tax Partnership (CDTFA/EDD/FTB), the Federal/State Tax Partnership (CDTFA/EDD/FTB/IRS), and serves as a departmental representative to the Federation of Tax Administrators.</p>
10%	<p>As a Deputy Director and member of CDTFA’s Senior Staff, participates in the development, establishment, and execution of CDTFA’s mission, strategic plan, and enterprise policy direction. Provides technical advice to executive management on information technology policy formulation in alignment with the CDTFA mission and strategic objectives. Collaborates with CDTFA leadership, both individually and collectively, to identify, evaluate, and resolve critical policy, operational, and strategic issues impacting business and IT operations.</p>
5%	<p>Advises CDTFA leadership on IT policy and operations as they affect the CDTFA’s mission and direction.</p> <p>Represents the CDTFA at various statewide forums and on statewide policy-setting organizations that address the State’s IT program direction and policies.</p>

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):

Work Environment:

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Physical Abilities:

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Additional Requirements/Expectations:

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I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE’S SIGNATURE	DATE
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I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR’S SIGNATURE	DATE
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HRB Approval Date: 3/16/2026	C&P Analyst Initials: AB
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