

## DUTY STATEMENT

| 1. POSITION INFORMATION   |   |
|---|---|
| Civil Service Classification<br>Information Technology Specialist III   | Working Title<br>Strategic Technologies Leader  |
| Employee Name<br>Vacant   | Position Number<br>791-560-1415-901   |
| Project/Division Name<br><br>CDII   | Supervisor's Name<br><br>Sean Harvey  |
| Unit<br>Directorate   | Supervisor's Classification<br>CEA  |
| Physical Work Location<br>2870 Gateway Oaks, CA., 95834   | Duties Based on:<br><input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>   |
| Effective Date  |   |
| 2. REQUIREMENTS OF POSITION   |   |
| <p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <span style="margin-left: 150px;"><input type="checkbox"/> Requires Fingerprinting &amp; Background Check</span></p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <span style="margin-left: 150px;"><input type="checkbox"/> Other (<i>specify below in Description</i>)</span></p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p>   |   |
| 3. DUTIES AND RESPONSIBILITIES OF POSITION  |   |
| <p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <span style="margin-left: 150px;"><input checked="" type="checkbox"/> Information Technology Project Management</span></p> <p><input checked="" type="checkbox"/> Client Services <span style="margin-left: 150px;"><input checked="" type="checkbox"/> Software Engineering</span></p> <p><input type="checkbox"/> Information Security Engineering <span style="margin-left: 150px;"><input type="checkbox"/> System Engineering</span></p>   |   |
| <p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p><a href="#">Click here to enter text.</a></p> <p>Under the administrative direction of the California Health and Human Services Chief Data Officer, the Strategic Technology Leader provides strategic leadership, technical expertise, and planning in support of the CalHHS Agency's mission to modernize and innovate through digital transformation. The incumbent is responsible for developing and implementing enterprise-level solutions focused on artificial intelligence (AI), including generative AI (GenAI), while promoting effective governance and risk management practices, as well as responsibilities related to communication and training of staff. This position drives innovation through the strategic integration of AI/GenAI technologies across Agency operations and fosters collaboration with internal and external partners.</p> |   |
| Percentage of Duties  | Essential Functions   |
| 30%   | <p><b>Customer-Focused, Innovative, and Agile AI Solutions</b></p> <ul style="list-style-type: none"> <li>Lead the creation of customer-focused AI and GenAI solutions that are responsive, agile, and aligned with the mission and evolving needs of CalHHS Agency programs.</li> <li>Apply modern digital and AI-driven practices to enhance user experience, automate processes, and deliver value quickly.</li> <li>Design and implement innovative AI-enabled solutions that anticipate and respond to user and stakeholder needs across CalHHS Agency.</li> </ul> |

|                             |  |
|-----------------------------|--|
| <p>25%</p>                  | <ul style="list-style-type: none"> <li>Strengthen partnerships and foster collaboration across CalHHS Agency programs and with external stakeholders to explore and co-develop AI-enabled use cases.</li> <li>Embrace and promote the use of emerging technologies, especially GenAI, to improve efficiency, decision-making, and service delivery.</li> <li>Develop and share AI/GenAI tools, frameworks, techniques, and best practices that support continuous improvement and responsible innovation.</li> </ul> <p><b>Strategic Infrastructure, Tools, Architecture, and Standards</b></p> <ul style="list-style-type: none"> <li>Support and promote the adoption of modern infrastructure, AI platforms, scalable tools, and enterprise architecture that enable intelligent automation and secure AI/GenAI integration.</li> <li>Maintain expert-level knowledge of AI/GenAI technologies, industry trends, and best practices, including cloud-native architectures, machine learning operations (MLOps), and ethical AI design.</li> <li>Recommend modern platforms, AI frameworks, and cloud-based tools aligned with CalHHS Agency’s digital and data modernization goals.</li> <li>Ensure AI and infrastructure design aligns with California Department of Technology (CDT) policies, CalHHS Agency enterprise architecture standards, and industry best practices.</li> <li>Contribute to enterprise-level decisions regarding the technical strategy for implementing responsible and secure AI at scale.</li> </ul> |
| <p>20%</p>                  | <p><b>Governance, Policy, and Strategic Planning</b></p> <ul style="list-style-type: none"> <li>Participate in enterprise governance and risk management activities, particularly those involving the oversight, accountability, and ethical use of AI and GenAI technologies.</li> <li>Engage in AI-related data governance activities that promote secure, high-quality, and privacy-preserving data use.</li> <li>Plan, develop, and document policies, procedures, and methodologies that guide the responsible development, deployment, and use of AI/GenAI technologies.</li> <li>Advise executive leadership on emerging AI-related risks and opportunities, and contribute to enterprise policy that supports safe, effective, and inclusive AI implementation.</li> <li>Contribute to the development of the CalHHS Agency’s overall IT and AI strategy, ensuring long-term alignment with innovation, equity, and public trust objectives.</li> </ul>  |
| <p>20%</p>                  | <p><b>Leadership, Collaboration, and Partnership Development</b></p> <ul style="list-style-type: none"> <li>Provide strategic vision and leadership to position CalHHS Agency as a leader in responsible AI and GenAI innovation across the public sector.</li> <li>Collaborate with business and technical teams, academic institutions, and control agencies on AI-driven initiatives that support data-informed decisions and modern service delivery.</li> <li>Act as a thought leader and change agent in driving enterprise adoption of AI/GenAI while upholding privacy, equity, transparency, and accountability.</li> <li>Build strong partnerships across CalHHS Agency and external organizations to scale responsible AI use and enable effective inter-agency knowledge exchange.</li> <li>Lead ethical AI experimentation across multidisciplinary teams while championing a culture of continuous learning and innovation.</li> </ul>   |
| <p>Percentage of Duties</p> | <p>Marginal Functions</p>  |
| <p>5%</p>                   | <p>Perform other duties as assigned.</p>   |

| <b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply from the drop-down menus)</i>   |  |               |
|--|--|---------------|
| Standing: Intermittent (34-50%)  | Sitting: Intermittent (34-50%)                         |               |
| Walking: Rarely (1-6%)   | Temperature: Temperature Controlled Office Environment |               |
| Lighting: Artificial Lighting  | Pushing/Pulling: 1-25% of the time                     |               |
| Lifting: 1-25% of the time   | Bending/Stooping: 1-25%                                |               |
| Other: <i>Click here to enter text.</i>  |  |               |
| Type of Environment: a. N/A b. N/A   |  |               |
| Interaction with Public: a. N/A b. N/A c. N/A.   |  |               |
| <b>5. SUPERVISION</b>  |  |               |
| Supervision Exercised (e.g., <i>Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i> )  |  |               |
| This position does not supervise but may lead.   |  |               |
| <b>6. SIGNATURES</b>   |  |               |
| <b>Employee's Statement:</b>   |  |               |
| I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation. |  |               |
| Employee's Name (Print)  |  |               |
| Employee's Signature   |  | Date          |
| <b>Supervisor's Statement:</b>   |  |               |
| I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.   |  |               |
| Supervisor's Name (Print)  |  |               |
| Supervisor's Signature   |  | Date          |
| <b>7. HRD USE ONLY</b>   |  |               |
| <b>Human Resources Division Approval</b>   |  |               |
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.<br><input type="checkbox"/> Exceptional allocation, 625 on file.  | HR Analyst initials                                    | Date approved |
|  | CR   | 11/19/2025    |
| <b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i>  |  |               |
| * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.                                   |  |               |
| List any Reasonable Accommodations Made:<br><i>Click here to enter text.</i>   |  |               |

**\*\* AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE