

DUTY STATEMENT

25-223

TECH 052 (REV. 02/2018)

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 04/14/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager II		E. POSITION WORKING TITLE Emerging Technology Program Manager
F. CURRENT POSITION NUMBER 695-303-1402-013		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-544-1406-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Digital Services / Emerging Technologies		I. SUPERVISOR NAME AND CLASSIFICATION Vera Zakem, State Chief Technology Innovation Officer
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY / 8:00 AM-5:00 PM (VARIABLE)		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under administrative direction from the State Chief Technology Innovation Officer (State CTIO), the Information Technology Manager II (IT Mgr II), Emerging Technology Program Manager, oversees and coordinates the California Department of Technology's (CDT) efforts related to emerging technologies, including support for implementation of AI safety legislation and statewide Artificial Intelligence (AI) governance, policy, strategy, and adoption activities. The incumbent manages program-level work related to research on Frontier AI developments, AI oversight, risk management practices, and evaluation of emerging technologies to ensure alignment with statutory requirements and responsible technology use across the state.</p> <p>The IT Mgr II collaborates with CDT divisions, the Governor's Office, the Government Operations Agency, state departments, and external partners including academia, civil society, the open-source community, industry, and other governments to support development of policy frameworks, contribute to governance standards, facilitates multi-stakeholder engagement, and provide analysis to inform evidence-based decision-making on AI and emerging technologies. Working closely with CDT leadership, the incumbent helps build organizational capacity in AI governance and risk management and supports efforts that contribute to the safe, transparent, and effective adoption of AI and other emerging technologies within the State of California.</p>
% of time performing duties 35%	<p>Essential Functions (Percentages shall be in increments of 5 and should be no less than 5%.)</p> <p>AI Governance & Policy Coordination</p> <p>The IT Mgr II provides leadership for the Emerging Technology Governance program, helping lead the implementation of AI safety legislation, other legislative priorities, and other initiatives, and coordinating enterprise-level AI governance, transparency, and risk-management activities. The incumbent leads program operations, establishes statewide priorities, oversees cross-departmental workstreams, and ensures delivery of statutory, policy, and reporting obligations related to frontier AI oversight.</p> <ul style="list-style-type: none"> • Provides statewide leadership in the development and operational execution of statewide AI governance frameworks, risk-assessment processes, transparency protocols, and technical review mechanisms. • Directs program planning, workflows, schedules, and coordination activities to ensure alignment with CDT executive priorities, statutory timelines, and statewide policy objectives. • Conducts complex research and analysis of federal and international AI standards to support statewide policy formulation, statutory implementation, and evidence-based decision-making. • Leads and coordinates statewide multi-stakeholder engagement efforts, including collaboration with departments, agencies, academia, industry, and civil society; analyzes stakeholder input to inform governance standards and implementation strategies.

% of time performing duties (continued)

- Establishes and maintains strategic partnerships with State of California entities to support consistent application of AI governance practices, risk-management approaches, and transparency requirements across departments.
- Provides cross-program technical and policy coordination with CDT offices and divisions to ensure cohesive statewide implementation of emerging technology governance and compliance obligations.
- Directs development, review, and submission of the annual legislative reports and other required deliverables; ensures compliance with statutory content, quality, and transparency standards.
- Develops and maintains statewide templates, guidance, and documentation to support departmental reporting requirements, technical disclosures, and governance activities
- Monitors program performance, identifies risks or gaps in statewide implementation, and develops corrective strategies to ensure sustained compliance with legislative and policy mandates.

30%

AI Communities of Practice & Stakeholder Engagement

Provides statewide leadership for California's AI and emerging technology Communities of Practice (CoPs) and directs structured, inclusive stakeholder engagement strategies that inform statewide governance, policy development, and adoption efforts. The incumbent oversees program operations, establishes strategic engagement priorities, and coordinates multi-sector collaboration to advance responsible AI implementation across the State of California.

- In partnership with the State CTIO, leads the State of California AI CoPs, convening monthly sessions with up to 300+ participants representing state departments, academic institutions, nonprofit organizations, international bodies, and industry stakeholders to advance statewide AI governance, policy, and adoption.
- Designs and implements statewide stakeholder consultation strategies that are structured, transparent, and inclusive of diverse communities, including individuals and groups most impacted by AI systems.
- Serves as CDTs primary point of contact for technical groups, expert networks, advisory groups, and cross-government communities involved in AI and emerging technology governance.
- Establishes, maintains, and strengthens strategic partnerships across state agencies, academic institutions, community organizations, and industry to support coordinated statewide AI governance, standards, and best practices.
- Directs the development, documentation, and dissemination of institutional knowledge, including emerging trends, lessons learned, and best practices derived from community and stakeholder engagement activities.
- Coordinates with CDT divisions and statewide partners to ensure alignment between community-driven insights, statewide policy direction, and technical governance initiatives.
- Identifies statewide needs, challenges, and opportunities related to AI adoption and emerging technologies based on stakeholder feedback and community participation and translates these insights into recommendations for governance and policy development.

20%

AI Risk Assessment & Data Governance Support

Provides statewide leadership and technical expertise in AI risk assessment, data governance, and emerging technology evaluation to support CDTs statewide AI governance and adoption initiatives. The incumbent provides technical expertise, leads statewide consultations with departments, and develops guidance, standards, and recommendations that strengthen California's responsible use of AI technologies.

- Leads statewide research, evaluation, and analysis of emerging technologies, services, and vendor capabilities to identify risks, opportunities, and requirements for responsible AI adoption across government.
- Provides data subject matter expertise during AI risk assessments consultations with departmental CIOs, Information Security Officers, enterprise architects, program executives, and technical teams.
- Conducts detailed reviews of generative AI use cases, including verification of data classification decisions, data handling safeguards, loss-prevention controls, transparency requirements, bias-mitigation strategies, and human-oversight mechanisms.
- Partners with information security, enterprise architecture, procurement, legal, and policy teams to develop, refine, and maintain statewide AI governance policies, standards, and frameworks (including SAM, SIMM, and related statewide AI policies).
- Oversees the development of statewide guidance, best practices, and technical recommendations that support responsibility and secure AI adoption across state government.

% of time performing duties (continued)

- Identifies emerging risks, gaps, and system-level considerations resulting from departmental AI implementations and develops recommendations to inform statewide policy and governance updates.

10%

Talent Development & Knowledge Management

Provides statewide and department-wide leadership in developing organizational expertise in AI governance, policy, and responsible adoption. The incumbent directs talent-development strategies, cultivates internal capability in emerging technologies, and ensures CDT maintains institutional knowledge that supports long-term continuity in AI governance and oversight functions.

- Develops and outlines recruitment, training, and professional development strategies to build CDT's internal capacity in AI governance, emerging technologies, risk management, and policy development.
- Serves as a knowledge resource and mentor to CDT staff, providing guidance on AI and emerging technology governance principles, policy interpretation, technical considerations, and best practices for responsible AI adoption.
- Documents, organizes, and maintains institutional knowledge, including governance frameworks, consultation processes, decision-making methodologies, and lessons learned from AI and emerging technology initiatives.
- Contributes to onboarding and continuous professional development activities for CDT staff who support AI governance, risk-assessment, and emerging technology initiatives.
- Leads efforts to sustain organizational knowledge continuity by ensuring processes, frameworks, and implementation methods are captured, updated, and easily accessible across CDT programs.

5%

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

Performs other related duties as assigned in support of CDT's statewide AI governance and strategy mission, including contributing to cross-agency AI initiatives; supporting executive briefings, presentations, and statewide communication efforts; responding to emerging legislative or policy needs; and completing additional activities that advance responsible AI adoption and oversight across State government.

Work Environment Requirements

- Must pass a fingerprint background criminal record check completed by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- The IT Mgr II works in a professional office setting or remote work environment.
- May require extended hours to meet legislative or executive deadlines.
- Prolonged periods of computer use and virtual meetings.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The IT Mgr II receives broad administrative and policy direction from CDT's State CTIO. The position requires a high level of independence and sound judgment, with the incumbent expected to make decisions and apply creativity and innovation in developing departmental policies, procedures, and statewide governance approaches. Objectives and deliverables are defined in consultation with CDT executive leadership, while progress is reviewed for strategic alignment, adherence to statewide priorities, and quality of outcomes.

Actions and Consequences:

Decisions directly influence the State's AI and emerging technology posture, and interagency coordination. Errors in judgement could result in policy misalignment, compliance deficiencies, or loss of credibility in legislative and public forums.

Personal Contacts:

Frequent interaction with CDT's executive leadership, the Governor's Office, and State departments and agencies—including the Government Operations Agency, Cal OES, State CIOs and ISOs—as well as federal partners, academic and nonprofit institutions, and experts in AI and emerging technologies. Represents CDT and the State of California in engagements with external organizations to advance and communicate California's leadership in AI and emerging technology governance and adoption.

Administrative and Supervisory Responsibilities (Indicate "None" if this is a non-supervisory position.)

None – This is a non-supervisory, individual contributor position.

Supervision Exercised:

Leads multi-disciplinary project teams and interagency working groups; no formal direct reports.

Other Information

Desirable Qualifications: (List in order of importance.)

- Demonstrated experience developing, deploying, analyzing, and/or governing AI systems within government or highly regulated environments
- Proven track record leading multi-stakeholder engagement and community-building initiatives across diverse audiences and sectors
- Technical expertise in data governance, data classification, data loss prevention, and associated risk assessment frameworks
- Experience with AI and emerging technology policy development, legislative analysis, or AI governance frameworks (federal, state, or international)
- Experience coordinating across multiple government agencies or complex organizational structures with competing interests
- Knowledge of California legislative processes and current AI policy landscape
- Familiarity with AI safety, risk assessment, and transparency/accountability frameworks for frontier AI
- Excellent written and verbal communication skills; ability to translate complex technical concepts for policy and executive audiences
- Strong interpersonal and diplomatic skills; ability to serve as trusted advisor and honest broker across competing perspectives
- Project and knowledge management experience; demonstrated ability to organize, prioritize, and drive multiple workstreams to completion.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE
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Instructions

Copies and Distribution	<ul style="list-style-type: none"> • <u>Current and Proposed Duty Statements</u>: Submit with Request for Personnel Action (RPA) package. • <u>Approved Duty Statement</u>: Supervisor reviews with incumbent; both supervisor and incumbent must sign and date. • <u>Signed Copies</u>: Original to supervisor; copy to incumbent; scanned/electronic version emailed to Human Resources. 		
Section A: Position Profile	Complete Sections A through K. If position number is changing, complete sections D, E, G, and H using the proposed position information. If incumbent's name is known, complete section C.		
Section B: Position Functions & Duties	Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).		
Information Technology Domains	Select all domains applicable to the incumbent's duties/tasks.		
Organizational Setting and Major Functions	Provide a <u>brief</u> description of the position's reporting relationship, primary role, and purpose.		
Essential Functions	Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%. Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to: <ul style="list-style-type: none"> • The position exists to perform the function. • There are a limited number of other employees available to perform the function, or among whom the function can be distributed. • The function is highly specialized; the person is hired for special expertise or ability to perform the function. • Removal of the function would fundamentally alter the job. To write essential functions for the position: <ul style="list-style-type: none"> • Identify the major functions of the job. Most positions have five to seven major functions. • Identify the specific tasks associated with each major function (include end products). • Identify the level of work and why the work is done. The below is an example of how to write an essential function and the associated task statements: ESSENTIAL FUNCTIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">45%</td> <td style="padding: 5px;"> Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> <ul style="list-style-type: none"> • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. </td> </tr> </table>	45%	Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills. <u>Associated Tasks Statements</u> <ul style="list-style-type: none"> • Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. • Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. • Follow up on statewide telecommunications-related laws, policies, procedures, and documents [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda].
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Marginal Functions	Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases "perform other related duties" or "perform other related work" can be used in the marginal functions field. NOTE: Percentages shall be in increments of 5, and should be no more than 5%. The total percentage of all functions (essential and marginal) must equal 100%.		
Work Environment Requirements	Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. NOTE: Specify in this section if a fingerprint background check is required.		
Allocation Factors	<ul style="list-style-type: none"> • <u>Supervision Received</u>: Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review. • <u>Actions and Consequences</u>: Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations. • <u>Personal Contacts</u>: Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group. • <u>Administrative and Supervisory Responsibilities</u>: Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate "None" if a non-supervisory position. • <u>Supervision Exercised</u>: Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature. 		
Other Information	Identify any significant factors or special requirements for this position that are not included elsewhere on this form. <ul style="list-style-type: none"> • <u>Desirable Qualifications</u>: Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent's ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) NOTE: Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB). 		