

<b>Classification</b>  C.E.A.	<b>Position Number</b>  814-001-7500-XXX	<b>Location</b>  Sacramento (Headquarters)
<b>Division/Branch</b>  Office of Technology Services/ Information Technology Branch	<b>Supervisor's Classification</b>  Chief Deputy Director	<b>Collective Bargaining Identification Designation (CBID)</b>  M01
<b>Conflict of Interest Disclosure:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Incumbent (If filled)</b>  VACANT	

**Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

**SUPERVISORY RESPONSIBILITIES**  
 (Check One)

**Managerial**     **Supervisory**     **Lead Person**     **None**

<b>Direct Supervision Exercised:</b>		<b>Indirect Supervision Exercised:</b>	
<b>No. of Employees</b>	<b>Classification Title</b>	<b>No. of Employees</b>	<b>Classification Title</b>

I have read and discussed these duties with my supervisor.

Employee Signature	Date
--------------------	------

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
----------------------	------

**Description of Duties** (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
40%	<p>Under the administrative direction of the Chief Deputy Director, the C.E.A. serves as DPR's Chief Information Officer (CIO) and Deputy Director of the Office of Technology Services Division (OTSD). The CEA has management responsibility for DPR's fully centralized information technology (IT) activities and functions. The CEA manages, directs, and provides leadership to the OTSD, which consists of the Information Technology Operations Branch and the Project and Business Development Branch. The CEA acts as the department's key strategic position overseeing all IT initiatives and efforts, and is responsible for developing and implementing technology policy, overarching strategy, and continuous innovations across the department. The CEA provides the highest level of consultation, advice, and strategic planning to the Director, Chief Deputy Director, and other Deputy Directors on program and policy issues, risk assessment, and program improvement related to IT programs. The CEA interfaces with the California Environmental Protection Agency (CalEPA or Agency) and is responsible for the uniform application of departmental policies and procedures that affect departmental operations. The incumbent works with the other Deputy Directors (DDs) to accomplish the goals and objectives of the Department</p> <p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Serves as the CIO and key advisor to executive management on the Department's complex information systems and technology network infrastructure. In a consultative capacity, partners with department directorate to prioritize organizational projects that require IT components; reviews and provides recommendations regarding the approval of DPR's feasibility studies; ensures the organization has the proper resources including budget, staff, and time allocation; ensures sponsorship, advocacy, partnerships, and oversight are well versed and engaged in DPR project activities. Leads the department through innovative strategies with the use of technology. Establishes IT strategy and connection to the department's strategic plan. Advises executive management on the establishment of near and long-term strategies that allow for better management of technology investments, improvement of information management, and more efficient deployment of services to the Department's program operations and stakeholders (e.g. regulated industry). Identifies inefficiencies in the organization and applies innovative concepts and solutions to improve programmatic functions.</p>
30%	<p>Serves as the principle policy maker for establishing, implementing, and evaluating IT-related policies and standards and must apply an advanced level of organizational understanding in formulating departmental strategies pertaining to application development, maintenance, and other highly technical issues in support of business processes and strategic direction established by executive management. Ensures compliance with the California Department of Technology (CDT) directives, policies, and guidelines, State Contracting Manual (SCM-2303-2309), Statewide Information Management Manual (SIMM-5305-F), and State Administrative Manual (SAM-4986), as well as new and existing federal and state statute related to security, accessibility, and other IT standards. Adapts State and Federal policy to the department's environment considering DPR's interests. Ensures departmental adherence and compliance with Certification of Operational Recovery, Agency Information Management Strategy, and other control agency requirements. Partners closely with CalEPA's Agency Information Officer, as well as CIOs at the other Boards, Departments, and Offices within CalEPA, to develop and adopt Agency-wide policies and deliver agency-wide enterprise services.</p>

**Description of Duties** (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
15%	<p>Develops, mentors, and leads IT staff at all levels by establishing a vision and strategic direction for OTSD. Identifies skill gaps, subject expertise, and training needs for IT in order to build an effective team. Addresses personnel management functions, including recruitment and hiring of staff, implementation of attendance and leave programs, and performance management. Establishes a cohesive and constructive working environment conducive to continuous improvement. Measures and evaluates customer satisfaction with OTSD systems and services, recommending and implementing appropriate course corrections and improvements. Communicates to staff new or changes to existing policies and procedures in a timely manner to ensure subordinates are kept informed of State, Agency, Department, and Division priorities.</p>
10%	<p>Develops and oversees OTSD's annual operating budget. Works cooperatively and promotes relationships with Agency, departmental, county staff, and industry (e.g., IT vendors). Serves as the strategic liaison between county agricultural commissioners and DPR, CalEPA, and other state partners. Provides technical oversight to build and maintain automation of departmental programs that coordinate with county oversight. Serves as a technical representative with various stakeholder groups including community advocacy groups, grower associations, and other government bodies outside the State of California. Participates in external IT forums and keeps abreast of new technologies, technology and data governance, and resources that support the expertise, service, and efficiencies across the department.</p>
5%	<p><b><u>MARGINAL FUNCTIONS:</u></b>            May be required to serve on various DPR and Agency leadership committees.</p> <p><b><u>CONSEQUENCE OF ERROR:</u></b>            Liabilities incurred as a result of errors at this level can be substantial. Failure to effectively perform security best practices or planning may negatively impact the Department's ability to perform its primary business functions, including its ability to carry out its mission, and may jeopardize the safety and protection of all Californians.</p> <p><b><u>WORKING CONDITIONS:</u></b>            Performance of these duties requires the use of computers, networks, databases, electronic mail (both internal and external), voicemail, and the Internet up to 8 hours per day.</p> <p><b><u>CRITICAL JOB COMPETENCIES:</u></b></p> <ul style="list-style-type: none"> <li>• Leading and Managing Change</li> <li>• Transparency</li> <li>• Communication</li> <li>• Self-Motivation/Optimism/Sustained Commitment</li> <li>• Perseverance/Patience</li> <li>• Emotional Intelligence/Interpersonal Awareness</li> <li>• Decisiveness</li> <li>• Coaching/Mentoring/Continual Learning</li> <li>• Ethics/Integrity</li> </ul>

---

---

**Description of Duties** (*Attach additional sheets, if necessary, and identify position information*)

---

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	<ul style="list-style-type: none"><li>• Leveraging/Valuing Diversity</li><li>• Political Acumen</li><li>• Conflict Resolution</li><li>• Technical Credibility</li><li>• Problem Solving</li><li>• Customer Service Orientation</li><li>• Flexibility/Adaptability</li><li>• Partnering/Networking</li><li>• Project Management</li><li>• Teamwork</li></ul>