

DUTY STATEMENT

Employee Name:	Position Number: 580-150-7500-003
Classification: CEA B	Tenure/Time Base: Non-Tenured / Full Time
Working Title: Assistant Deputy Director and Chief Technology Officer (CTO), Information Technology Services Division	Work Location: 1616 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: M01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by planning, developing, implementing, managing, and supporting the CDPH information technology (IT) operations and oversees the teams that provide the major enterprise IT Services.

The incumbent works under the administrative direction of the Deputy Director and Chief Information Officer (CIO), Information Technology Services Division (ITSD).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Oversee, provide direction and leadership for the development, support, and continuous improvement of the operations and activities of ITSD, including the following IT Services: application and development services, enterprise services, infrastructure services, client services, data center operations, server and storage management, network services, enterprise architecture, emergency preparedness operation, IT purchasing, email services, and security operations. Oversee the establishment and maintenance of technology practices and policies that govern the standards, processes and procedure for the analysis, design, implementation, maintenance and operation of the ITSD. Oversee the IT operation of the Ecosystem of Data Sharing, which is one of the largest CDPH IT initiatives, to facilitate data sharing across the different CDPH databases, systems, registries, and other data repositories. Create, and enforce the adoption of the IT roadmap for all CDPH Center/Offices to map and align IT technologies and tools with the business and project needs of all CDPH programs. Oversee the maintenance and development of CDPH's IT enterprise architectural standards, the IT strategic roadmap, and policies, which establish the framework for the design of systems for the Department.
- 25% Provide direction on enterprise technology infrastructure services across all of CDPH's systems and hold responsibility for the development, establishment, and administration of IT policies for the Department. Set policies and decisions for how and where CDPH systems will be structured, built, hosted, and supported, and what technologies will be used to ensure the systems meet the enterprise architecture standards, security policies, and IT strategic roadmap. Set policies to prevent siloed applications and encourage inter-operability while streamlining and making IT more efficient. Establish the standards for all IT equipment, technologies and software in the areas of server, storage, client, network, and security. Oversee the IT policy development, coordination, and consolidation of infrastructure services with the California Health and Human Services Agency (CHHSA), the California Department of Health Care Services (DHCS), the California Department of Technology (CDT), the Office of Health Information Integrity (OHII), and the Office of Systems Integration (OSI). Make critical IT decisions while ensuring complex information interoperability is established between other CDPH programs, State departments and federal programs. Establish the CDPH infrastructure hosting strategies in alignment with the CDT guidelines.
- 15% Serve as a member of the CDPH executive leadership team and implement and present strategic initiatives and policy guidance to the Director/Chief Deputy Directors, and executive team on all matters related to CDPH's IT operations, with the goal to effectively centralize and leverage all CDPH enterprise services, data, and information assets across all CDPH programs. Provide expert consultation to the Directorate to build a strategic IT road map to align all IT-related services to advance CDPH's strategic goals and objectives.

- 10% Oversee the management, formation and adoption of architectural and technology principles and standards along with the management of compliance and application of these principles and standards essential to ensure economical and efficient IT support for CDPH operations and IT investments. Ensure that policies and standards are in place to provide the most effective use of IT resources department-wide, applying user-centric IT solutions to identify and address emerging business needs of CDPH programs, to satisfy the changing needs of managing the lifecycle of CDPH data and technology investments, and to conform to CDT framework for Enterprise Architecture.
- 10% Oversee the implementation of, and adherence to, State IT policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Public Health Administrative Manual (PHAM), Technology Letters, the State's IT Strategic Plan, and IT-related Executive Orders and budget letters. Ensure compliance with legislated program mandates. Work closely with the Information Security Office on all security audits and assessments, as required by the Department of Military, CDT, CHSA, Health Insurance Portability and Accountability Act (HIPAA), California Office of Health Information Integrity (CALOHII), and State Auditor.
- 5% Represent CDPH on consolidation committees and influence policy decisions regarding inter-departmental projects and IT consolidation efforts. Act as the liaison to CDPH's external partners and customers. Participate as a departmental executive on project steering committees assuring compliance with CDPH and State IT and architectural and security standards and guidelines.

Marginal Functions (including percentage of time)

- 5% Perform other job-related duties.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CB

Date: 4/1/2021