

**DUTY STATEMENT**  
**DEPUTY DIRECTOR OF THE OFFICE OF TECHNOLOGY SERVICES**  
**State Chief Platform Officer, CEA C**

Name: Vacant  
Effective Date:

**Scope:**

Under the general direction of the State Chief Technology Officer, the Deputy Director of the Office of Technology Services (OTech)/State Chief Platform Officer oversees the day-to-day operations of OTech and a member of the California Department of Technology's (CDT) Executive Team. The Deputy Director of OTech/State Chief Platform Officer is responsible for providing mission and values-based leadership, direction, support, and assistance to the OTech operating divisions to optimize operational effectiveness and strategic position. The Deputy Director of OTech/State Chief Platform Officer partners with the CDT Director/State Chief Information Officer, Chief Deputy Director/Deputy State Chief Information Officer and the State Chief Technology Officer in managing overall IT day-to-day operations to improve infrastructure cost, performance, and end-user satisfaction. The Deputy Director of OTech/ State Chief Platform Officer is responsible for directing the activities of OTech and makes independent decisions to ensure compliance with the State Administrative Manual, Government Code, and Legislative mandates.

**Specific Duties:**

40% Serves as Advisor to the State Chief Technology Officer, Chief Deputy Director, and CDT Director in the formulation of IT infrastructure, platform services, and modernization policies ensuring system performance, resiliency, and service-level requirements are met.

Provides leadership in planning, management, and implementation of new customer initiatives, statewide platform development, and governance structures.

Collaborate with the Chief Product Officer to develop scalable statewide platforms and modern managed cloud solutions to meet customer needs, align with state architecture standards, and achieve economies of scale.

Provides recommendations and analysis on coordinating statewide roles and responsibilities to support major customer IT projects and statewide technology modernization efforts.

Leads OTech deputies in planning and managing computer operations, platform engineering, systems/database administration, network operations, service desk support, customer service, and modernization of legacy technology environments.

25% Forges strong partnerships with customers to understand business objectives and evaluate OTech's infrastructure, platform services, and modernization priorities to support customer programs.

Works collaboratively with stakeholders to address administrative, operational, infrastructure, and modernization challenges.

Develops processes and procedures to support customers in maintaining secure, reliable, and scalable computing infrastructure.

Manages strategic relationships with key IT service providers and leads adoption of emerging technologies including automation, AI-enabled tools, and cloud-native services.

- 15% Provides leadership and direction to produce cost-effective, modernized services over the long term.

Advises on selection and implementation of emerging technologies, statewide platforms, and strategic solutions that maximize value and support enterprise modernization objectives.

- 10% Serves on statewide councils and task forces focused on developing technology strategy, statewide platforms, technology modernization, and policy direction.

Works jointly with the Department of Finance, public and private sector organizations, and the Governor's Office to address statewide information technology investment, standards, and modernization initiatives.

- 10% Manages IT resource requirements balancing tactical needs with long-term modernization strategy. Implements continuous improvement programs and leads IT asset management to ensure full lifecycle value and alignment with statewide modernization goals.

### **Desirable Qualifications:**

- Experience at the managerial or executive level in information technology with demonstrated expertise in statewide platform development, modernization of legacy technology environments, and the transformation of large-scale infrastructure and platform services.
- Extensive knowledge and experience in cloud computing, platform engineering, application development and maintenance, network and infrastructure operations, data management, production operations, service management, information security, budgeting, project management, contract management, and enterprise IT governance.
- Experience managing modernization initiatives involving enterprise platform migration, cloud adoption, technology lifecycle management, and the implementation of scalable, resilient, and secure statewide technology services.
- Experience at the managerial or executive level with current computer industry technologies, modern platform architecture, and best practices in systems design, operations, cybersecurity.
- Executive-level experience in the formulation, operation, oversight, or evaluation of project and program management initiatives and policies, particularly for statewide or multi-department technology efforts.
- Experience in strategic planning, performance measurement, benchmarking, organizational development, and leading enterprise-wide modernization strategies.
- Strong leadership and management experience demonstrates the ability to establish a

clear vision, set strategic goals, define expectations, lead organizational change, motivate teams at all levels, and exercise sound judgment in the development and management of statewide IT systems and platforms.

- Ability to provide timely and accurate executive-level reporting to customers, departmental leadership, and external stakeholders including during unexpected service disruptions, platform outages, or critical incidents.
- Ability to lead, escalate, and navigate complex customer projects or technology requests involving multiple departments, statewide systems, enterprise platforms, and cross-organizational governance structures.
- Ability to prioritize, multi-task, and perform effectively under pressure in a fast-paced statewide technology environment with evolving service demands.
- Ability to represent the California Department of Technology at meetings, hearings, councils, and workgroups involving federal, State, and local organizations, technology partners, and public stakeholders.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date