

STATE OF CALIFORNIA
CALIFORNIA VICTIM COMPENSATION BOARD
Rev. 04/22



DUTY STATEMENT

EMPLOYEE VACANT		RPA # / JOB CONTROL # 26-103 / JC-524522	
POSITION NUMBER 040-410-7500-001	CLASSIFICATION Career Executive Assignment (CEA B)	WORKING TITLE Deputy Executive Officer	
DIVISION Information Technology Division	SECTION/UNIT	CBID M01	WWG E
WORK DAYS Monday – Friday	WORK HOURS 8:00 am – 5:00 pm	TENURE Permanent	TIME BASE Fulltime

CONFLICT OF INTEREST CLASSIFICATION

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

DEPARTMENT OVERVIEW

The California Victim Compensation Board (CalVCB) is a state program dedicated to provide financial assistance to victims of crime and help them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

Our Mission: CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

Our Vision: CalVCB helps victims of crime restore their lives.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above 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 Office of Civil Rights).

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

DUTY STATEMENT

(REV. 04/22)

GENERAL STATEMENT

Under the general direction of the Chief Deputy Executive Officer (CDEO), the Deputy Executive Officer (DEO) has direct oversight for all activities in the Information Technology Division (ITD). The DEO serves as a key advisor to the Executive Officer (EO) of CalVCB, as well as the Government Operations Agency regarding information technologies that impact services for victims statewide.

The DEO is responsible for the day-to-day administration of all activities related to Enterprise Services Section, Application Development Section and Information Security Section. The incumbent works closely with the Executive Officer, Chief Deputy Executive Officer, Deputy Executive Officers, and their management team to develop policies affecting all internal programs and activities, and consults with the Executive Office, management, and staff on information technology matters.

**PERCENTAGE
OF TIME
SPENT****DUTIES****%****ESSENTIAL JOB FUNCTIONS**

30%

This position oversees all board technology planning, development, and implementation including Enterprise Architecture; website and systems development; IT governance and project management; and operational plans; provides oversight and leadership to board-wide technology projects and initiatives; provides continuing information technology (IT) support services board-wide and to county partners; and oversees departmental technology operations in support of the Board's mission critical programs and systems. This position will implement and monitor ITD's action plans and performance measures in support of the Board's Strategic Plan by ensuring alignment with business strategies; implementation of effective risk management and mitigation, and optimization of technology investments with measurable program results.

30%

The position formulates policy, recommends innovations, and has decision-making authority for increased efficiency and effectiveness related to departmental enterprise and integrated statewide technology initiatives and solutions. This position is responsible for apprising and advising the Executive Officer, Chief Deputy Executive Officer, and Agency Chief Information Officer on highly sensitive, political, and complex technology issues and potential problems. This position provides technology direction and consultation to the Board's executive management team, Information Security and Privacy Officer, IT management team, contractors, and program staff on all facets of IT policy, planning, management, and operations.

DUTY STATEMENT

(REV. 04/22)

30%	This position promotes alignment and ensures board conformity with Agency and State level Cybersecurity, Enterprise Architecture, and technology portfolio and initiatives. This position collaborates and builds effective partnerships with statewide technology leaders and control agencies and offices including the California Government Operations Agency, California Department of Technology, Department of Finance, Department of General Services, California Information Security Office, and Office of Technology Services.
10%	Performs the full range of supervisory duties by evaluating the performance of IT managers and staff and taking and/or recommending appropriate action when necessary. Responsible for planning, organizing, directing, and reviewing the work of the ITD staff.
%	<u>MARGINAL JOB FUNCTIONS</u>

DESIRABLE QUALIFICATIONS

- Experience managing the operations of a complex information technology branch or section and experience leading and directing an innovative, productive, and responsive information technology.
- Experience working with an executive team to align the goals of the information technology branch with the goals of the organization.
- Experience in project management with oversight and responsibility in developing and implementing sensitive projects.
- Experience developing policies and procedures for complex information technology systems that includes analyzing highly complex problems, recommending effective courses of action, and developing performance metrics and reporting standards that ensure consistency and track results.
- Experience in application development and knowledge of and experience with the State's IT procurement processes and experience with contract and vendor management.
- Experience performing large scale IT program management
- Knowledge of organization and functions of California State government, including the organization and practices of Control Agencies, Legislature and the Executive Branch.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent CalVCB effectively with the control agencies, key customers, stakeholders, CalVCB executive team, and internal staff.
- Experience in contract negotiation, contract management, State IT procurement, Service Level Agreements (SLA), and Change Control Management.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.

DUTY STATEMENT

(REV. 04/22)

- Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.
- Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals.
- Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion.

PERSONAL CHARACTERISTICS AND EXPECTATIONS**WORK EXPECTATIONS:**

- Arrive to work on time and is fully accountable for working an eight-hour day.
- Come to meetings fully prepared, including handouts for distribution when appropriate.
- Effectively plan, organize and prioritize work.
- Make optimal use of time and resources.
- Manage multiple and/or changing priorities in a heavy workload situation.
- Analyze data, draw sound conclusions and present ideas and information effectively both orally and in writing.
- Follow through and ensure deadlines are met.
- Establish and maintain the confidence and cooperation of others contacted during the course of work.
- Use tact and good judgment interacting professionally with all levels of management, staff and the public.
- Keep self and others informed of important issues, problems and events.
- Attend all mandatory training.
- Maintain regular and acceptable attendance at a level determined by CalVCB.
- Must be regularly available and willing to work the hours CalVCB determines are necessary to meet its business needs. Occasionally may be required to work overtime.

INTERPERSONAL SKILLS:

- Ability to maintain a high degree of integrity and confidentiality on sensitive issues.
- Ability to problem-solve and use critical and creative thinking to effectively perform work as part of a team or individually.
- Ability to communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to foster positive working relationships with internal and external customers/clients/co-workers.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to maintain the confidence and cooperation of others.
- Ability to manage multiple and changing priorities.

PHYSICAL ABILITIES

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.