

DUTY STATEMENT
OFFICE OF TECHNOLOGY SERVICES
Deputy Director, Platform Services
CEA B

Name:
Effective Date:

Organizational Setting and Major Functions

Under the general direction of the State Chief Platform Officer, the Deputy Director is responsible for Platform Services and participates as a member of the Office of Technology Services (OTech) Executive Staff and the California Department of Technology (CDT) Senior Staff. The Deputy Director's responsibilities include managing the OTech Statewide Information Technology (IT) infrastructure, development and maintenance of high-level policy affecting all facets of IT for the State, development and implementation of IT policy governing existing and future IT systems, and establishing Statewide IT standards, security policy implementation and project oversight.

Essential Functions

- 40% Direct the planning, development, implementation, and maintenance of a comprehensive IT infrastructure that continuously meets customers' dynamic business needs. Establish high-level statewide and departmental policies that impact day-to-day IT operations at every level and affect the people of California. Advise, communicate and collaborate with the CDT Director/State Chief Information Officer, CDT Chief Deputy Director/Deputy State Chief Information Officer, State Chief Technology Officer, CDT Senior Staff, OTech Executives, Government Operations Agency, Governor's Office, customer departments, the federal government and other key stakeholders for implementation of California's IT Strategic Plan. As a member of the OTech Executive Staff, participate directly in setting and implementing policies that affect OTech and its customers statewide. Resolve high-level risk and issues associated with IT applications and systems utilizing the State's technology infrastructure.
- 25% Guide and direct the implementation of statewide enterprise services, such as mainframe processing, relational databases and data storage, in support of the Statewide IT Strategic Plan. Meet with customers to establish business requirements, initiate planning, execution and maintenance.
- 15% Provide mission and goals for Platform Services in alignment with the rest of OTech, the CDT's Strategic Focus areas and the CDT's IT Services Strategy. Mentor staff and ensure that training opportunities are available to assist in developing technically skilled staff.
- 10% Forge strong partnerships with customers to understand their business objectives and the impact on the OTech IT infrastructure.
- 10% Provide executive oversight of Platform Services' personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure the management of Platform Services by making informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; and effectively contribute to the department's equal employment opportunity objectives. Ensure that there is a diverse

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workforce throughout Platform Services; manage Platform Services' budget preparation and expenditure control including position management activities and management of vacancies; ensure that the Platform Services managers are doing their part to facilitate communication throughout the division; ensure that appropriate measures are taken when issues and problems arise in the administrative arena; and responsible for succession planning within Platform Services and ensure there are employees who can perform multiple functions.

Desirable Qualifications:

- Well-developed interpersonal skills and the ability to communicate effectively, both verbally and in writing.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
- 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.
- Proven track record of gaining the confidence and trust of individuals in key positions in the Office'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.

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.

State Chief Platform Officer

Date

H/R Analyst _____