

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
DIRECTORATE DIVISION
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-011-7500-XXX

JOB TITLE: Chief Digital Transformation Officer

CLASSIFICATION: Career Executive Assignment (CEA), Level B

STATEMENT OF DUTIES: Under the direction of the Chief Deputy of Operations (CDO) of the Department of Justice (DOJ), the Chief Digital Transformation Officer (CDTO) coordinates strategic planning, establishes Information Technology (IT) standards throughout the department, provides enterprise-level leadership, determines priorities and develops a multi-year modernization roadmap. Additionally, this position would help DOJ make technology investments more strategically, analyze our current process for procurement and deployment of DOJ's hardware, software, and other technology tools, and oversee the planning, implementation, communications rollout, and development of DOJ-wide digital modernization and innovation efforts.

The CDTO serves as a strategy advisor to the CDO on the usage and advancement of innovative and transformative technology solutions, with a focus on ensuring DOJ has technology that advances its mission. In support of the CDO's strategic IT-related priorities, the CDTO coordinates DOJ-wide collaboration on technology implementation across DOJ's legal and non-legal divisions.

The CDTO also serves as the principal advisor to the CDO on artificial intelligence (AI) procurement and deployment strategy. In consultation with the DOJ General Counsel, the CDTO will coordinate responsible AI implementation and define AI procurement strategies to support innovation.

In helping develop policies and procedures that advance DOJ technology and support business operations, the CDTO will work in close partnership and collaboration with the California Justice Information Services (CJIS) Division Chief (who serves as the Department's Chief Information Officer), the Chief Information Security Officer (CISO), and the General Counsel.

SUPERVISION RECEIVED: Reports directly to the Chief Deputy of Operations.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for extended periods. May be required to lift, carry, or move up to 20 pounds.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

40% IT Coordination and Strategic Planning: Coordinates and assists in department-wide technology planning and deployment efforts, to advance the department's technology-driven services. Advises the CDO on IT-related strategy. In partnership with executive leaders across the department, coordinates IT business processes and programs to strengthen technology practices and support department operations. Coordinates interdepartmental activities on critical IT procurement and policy issues.

In collaboration with the CIO and CISO, formulates, recommends, and administers strategic planning and departmental long-range plans for the evaluation, acquisition, development, implementation, and maintenance of the department's IT infrastructure. Monitors legislatively mandated projects and workload and provides high-level expertise in developing legislative proposals and new programs related to IT and AI systems. Reports performance metrics and progress updates to the CDO and project stakeholders.

In collaboration with the CJIS Chief and CISO, advises the CDO on IT-related risk management, workforce and succession planning, and organizational development. Manages and oversees communications on behalf of the business operation projects and objectives, which includes stakeholder outreach, issue resolution, and gathering input from external entities for business requirements, analysis, and program impact.

30% AI: In consultation with the CJIS Chief, CISO, and General Counsel, advances AI literacy across the department. Serves as a communication link on AI program policy matters. Evaluates pending AI initiatives, assess their impact on critical resources, and provide substantial input into resource allocation. Defines objectives, performance measures, and metrics to assess the value, success, expenditures, and impact of AI initiatives. Researches technology trends and evaluates study findings and recommendations on the effectiveness of AI solutions.

Partners with internal stakeholders, including but not limited to the CISO, to address security and data privacy risks associated with digital transformation and AI initiatives. Educates department executive leadership and management staff on the value and application of data governance, analytics, and AI through training and resource development.

20% IT Project Management: Assists the CDO and CJIS Chief in coordinating resources and staffing for IT projects and governance, determines training needs, and assists CDO with organizational structure. Prepares budget estimates and justifications to support the projected mission/workload within the scope of assigned responsibilities.

10% **External Stakeholders:** Represents the Attorney General and/or CDO on issues involving IT modernization and AI before department management and state control agencies such as the California Department of Technology, Department of General Services, Department of Finance, and Legislative Analyst's Office.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

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