

POSITION DUTY STATEMENT

Division: Information Systems Division	Classification Title: 4621 Assistant Division Chief/Program Manager DMV
Branch: Administrative Services Branch	Working Title: Chief of Staff
Unit: Administrative Services Branch	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 712-4621-001	CBID/Bargaining Unit: M01
Conflict of Interest Classification: Yes This position is designated under the Conflict of Interest Code. This position 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 Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Date Approved:

Direction Statement and General Description of Duties: Under the administrative direction of the CIO/Deputy Director, the Chief of Staff (COS) serves the CIO/Deputy Director and the division's Branch Chiefs providing technical advice by directing the activities of the Administrative Services Branch (ASB). The COS is responsible for planning, coordinating, and managing the work and activities of an analytical, administrative, and technical staff which provides staff support to the division which includes six branches (Administrative Services, Information Security Services, Infrastructure, Enterprise Applications, Governance & Project Management, and Enterprise Modernization Project [DXP]).

Percentage and Essential/Marginal Functions:

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35%	(E) Advises, consults, and makes recommendations to the Deputy Director/CIO and ISD Executive Leadership on the effective development, implementation, administration, and coordination of policies, programs, initiatives, and projects which are with the scope of the ISD. Represents the division at critical enterprise-wide meetings with other Chiefs of Staff where administrative policies, issues and activities are developed and evaluated in terms of implementation and divisional and departmental impact. Represent the division on a variety of departmental task force groups such as Organizational Change Management and strategic planning to identify, develop, track and report on performance measurements. Independently addresses and resolves operational needs related to Human Resources and Talent Management, Budget, Procurement, Training, Facilities, Safety/Security, and other department programs, relying on Deputy Director/CIO administrative input. Deliver agreed-upon results, inspire others to exceed expectations, and continuously look for an implement process improvement.
30%	(E) Oversees and is responsible for the robust ISD budget to ensure necessary resources are identified for special funded projects, maintenance/operations allocations are equitable, expenditures are tracked accurately and timely, including the Department of Technology (CDT) budget. Responsible for ensuring the development and ongoing accuracy and timeliness of workload budget and position control tracking, vacancy reports, position reduction and or redirection commitments are accurate and appropriate. Provides input and technical advice and analysis of proposed legislation, programs, policies, and procedures which impact the division, including determining detailed costs analyses for supporting critical management systems. Oversees and provides direction to ensure state requirements are met regarding procurement for the division. Ensures invoicing and billing activities are monitored, track, and submitted timely to avoid penalties and or late fees. Oversees the division's talent management program, including all aspects of hiring, recruitment, progressive discipline, EEO and Labor Relations. Prepares high level, sensitive and or confidential correspondence to employees, union representative or other State agencies in response to issues for the Deputy Director/CIO signature. Participates in and acts on behalf of the division and department on statewide programs such as IT Apprenticeships, student assistant program, workforce planning activities and succession planning efforts. Oversees the division's facilities management, and participates in department facility projects, including the development of the department's five-year infrastructure plans.

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	Oversee the division's robust training program and budget and ensures division compliance for mandated training requirements.
20%	(E) Assists the Information Systems Division Executive Leadership and management teams in the operation of the division, providing administrative, consultation and technical advice. Provides advice and acts upon the most difficult and complex administrative and program problems. Provides direction and supervises staff over support programs (human resources/talent management, training, budget, labor relations, strategic planning, safety and security, procurement, and staff support). Completes special projects assigned by the ISD Executive Leadership including those with sensitive and confidential issues.
10%	(E) Provides direction to ensure state requirements are met with regard to human resources, procurement, space planning, records retention, safety and security. Reviews, analyzes, and directs workforce management activities and performance measures, including workload and trend analysis to improve cost effectiveness and increase efficiency. Responsible for the division's organizational change activities. Manages and oversees administrative projects and process improvements. Develops plans to prepare for opportunities, growth, or problems. Seeks and establishes collaborative opportunities and partnerships to promote learning and development within the division and department wide. Exhibits organizational and leadership skills.
5%	(M) Perform other job-related duties as required.

Supervision Received: The Chief of Staff is under the administrative direction from the Deputy Director/CIO. Assignment parameters are highly independent, and tasks are given at the divisional or Departmental level, guidance is set forth in policies of the organization.

Supervision Exercised and Staff Numbers: Directs a team of (2) Supervisor II's, (1) Analyst II, (1) Retired Annuitant and indirectly 12 staff.

Physical Requirements: None.

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Special Requirements: None.

Personal Contacts: Will interact with a variety of executives, management, coworkers, departmental staff, vendors/consultants, customers, and other governmental entities. Communication is performed by telephone, e-mail, in-person, WebEx/Teams and written correspondence. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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 you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

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

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE