STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Information Management Division	Office of the Assistant Commissioner, Staff			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Career Executive Assignment, Level C (Chief)	M01	C	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-040-7500-002	10/14/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☑ YES ☐ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the administrative direction of the Assistant Commissioner, Staff, the Career Executive Assignment, Level C (Chief) is responsible for planning, organizing, directing, and delivering information technology (IT) services provided to the California Highway Patrol (CHP) commands. The Chief is the highest-level IT position, and also serves as CHP's Chief Information Officer. The Chief is the highest level of authority for IT policy, responsible for formulating, approving, and implementing departmental-wide IT policies, practices, and initiatives significantly impacting day-to-day operations of the CHP. The Chief will develop initiatives and establish milestones to accomplish Information Management Division's (IMD) strategic goals directly impacting the facilitation of CHP's mission. The Chief is tasked with the overall success and administrative governance for the IMD.

SUPERVISION RECEIVED

The Career Executive Assignment, Level C (Chief) reports directly to and receives the majority of their assignments from the Assistant Commissioner, Staff. However, direction and assignments may also come from the Deputy Commissioner, or the Commisioner.

SUPERVISION EXERCISED

The Career Executive Assignment, Level C (Chief) provides administrative direction to one CEA, B, (Assistant Chief); direction to one Assistant Chief, Uniformed; administrative direction to one Information Technology Specialist III; and direction to one Executive Secretary I.

WORKING CONDITIONS

May require periodic statewide overnight travel. May require working irregular hours to include nights, weekends, and/or holidays with minimal advanced notice per operational need.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
25%	Exercises administrative governance over multi-disciplinary staff and exhibit full decision-making authority to implement effective and comprehensive policies and courses of action to resolve the most complex information technology and communication operations issues impacting CHP Communication Centers, Area offices, Commercial Vehicle Enforcement Facilities, Division offices, Air Operations, and Headquarters. Responsible for CHP's Tier III data center status, ensuring continuity of operations and proactively upgrading systems, as necessary. Responsible for expeditiously resolving any system interruptions and/or outages to reduce impact on statewide emergency and or enforcement operations. Responsible for authorizing the shifting of IT traffic to servers in statewide Divisions at any moment when IT issues occur to minimize outage disruption to entire statewide emergency operations. At the Division level, the Chief will review and ensure IT procurements satisfy all pertinent laws, rules, regulations to protect CHP's Tier III delegated authority. Ensures proper department-wide security requirements are satisfied for CHP's continued use of mission critical law enforcement databases such as California Law Enforcement Telecommunications System (CLETS), Criminal Justice Information Services, Federal Bureau of Investigation National Crime Information Center, National Law Enforcement Telecommunications System, and Department of Justice databases. Serves as a strategic partner to Executive Management (EM), department heads, and external stakeholders translating operational needs/demands into scalable, secure, and sustainable technology solutions. Leads IMD through innovative collaboration, develops and inspires high-performance teams, and sets the vision and strategic planning for CHP's technology. Ensures reliable, customer-focused delivery of IT services across a diverse portfolio. Drives continuous improvement in service delivery performance metrics and operational maturity. Fosters and implements a culture of accountability, collaboration, and innovation. Supports succession planning and leadership development across IMD. Communicates

	complex technical concepts in a clear business-focused term. Balances competing prioritizes in an evolving complex law enforcement environment. Serves as the highest-level management responsible for all IT activities. Champions the exploration and implementation of emerging technologies to enhance operational efficiency and deliver long-term value. Leads cross-functional technical teams in the design, development, and integration of solutions that support CHP's mission. Maintains strong relationships with technology vendors and negotiates contracts from the Division level, as needed. Ensures compliance with all respective statutes, laws, and regulations regarding law commencement data bases and/or portals, information technology and data management. Ensures regular assessments are conducted to identify vulnerable components and implement solutions to enhance efficiency and effectiveness. Serves as trusted advisor to EM providing expert guidance on risk management and policy development. Balances innovation with risk management, risk mitigation, and policy development in a complex mission-driven environment. Provides strategic leadership in evaluating and mitigating information security threats across the organization using structured, risk-based methodology. Advises EM on identified risks and ensures timely execution of mitigation and remediation plan with integrity and discretion. Develops tools and interventions to mitigate risks, establishes performance metrics, and monitors compliance through audits and assessments. Communicates effectively with leadership at all levels on trends, risks, and the overall effectiveness of the security programs.
25%	Responsible for translating complex statutory and/or regulatory requirements into actionable policies and operational plans. Exercise exceptional skill in Executive level communication and policy advocacy. Exercises delegated authority for urgent decisions, setting enterprise-wide policies, providing strategic guidance, monitoring organizational performance, and advising AC Staff. Leads policy research and development that advances IMD's objectives. Oversees policy development and implementation in alignment with CHP's Strategic Plan. Regularly meets with stakeholders and subject matter experts through stakeholder advisory committees, work groups, task forces, meetings, and other methods to ensure they are actively involved in the development, implementations, and evaluation of policy. Conducts research on similar policy issues and best practices. Ensures policy products are comprehensive and address any problematic barriers by reviewing legislation and proposed regulations impacted law enforcement operations. Leads the scope, analysis, and priorities of IMD initiatives by coordinating with internal and external partners, evaluating data and policy impacts, preparing recommendation for EM ensuring alignment with CHP's Strategic Plan and statewide priorities. Develops and implements operational policies, procedure, and workflow to improve program efficiency, compliance, and service delivery. Develops policies that better serve CHP personnel and advance the goals and objectives of the IMD and CHP's Strategic Plan. Leads stakeholder engagement efforts, including advisory committees, by facilitating policy discussion, synthesizing diverse output, and providing expert guidance to share statewide initiatives, policy changes, and services to ensure informed decision-making and alignment with CHP priorities. Serves as highest level IT position on IMD policy-related issues. Represents CHP in high-level meetings and briefings by clearly communicating priorities, challenges, and initiatives. Analyzes emerging trends affecting IMD policies, services, and programs synthesizing statewide feedback to make informed policy decisions. Facilitates cross-departmental collaboration by coordinating with internal and external stakeholders to resolve complex issues and advance policy goals. Leads change-management efforts by guiding staff through new initiatives, system implementations, and policy updates for IMD projects. Develops and implements operational policies, procedures, and workflows to improve program efficiency, compliance, and service delivery. Prepares concise, well-written, complex analysis and informs EM of policy direction and revisions. Determines feasibility risks and strategies of implementation policies using data and informed decision-making techniques.
15%	Plays a key role in shaping vehicle configurations. Personally collaborates with the Enforcement Vehicle Technology Section and the Chief of Administrative Services Division (ASD) by ensuring technology, communications systems, and data capabilities are fully aligned with operational needs. Collaborates with Fleet Operations and procurement teams, providing subject matter expertise on emerging technologies, interoperability requirements, cybersecurity standards, and life-cycle management of in-vehicle systems. Participates in specification development, vendor evaluations, and testing to help ensure patrol vehicles are equipped with reliable, integrated tools such as mobile data computers, radio systems, cameras, and connectivity solutions that support officer safety and efficiency. Provides collaboration to ensure vehicle procurement decisions are not made in isolation, but rather reflect a unified strategy that balances operational demands, technological advancement, cost-effectiveness, and long-term maintainability. Exercises significant influence in facility design and updates to current facilities to accommodate information technology and communication equipment. For facilities owned by CHP, the Chief provides input and collaborates with EM and the Chief of Administrative Service

	Division for information technology and communication equipment. In co-located facilities, the Chief consults and provides parameters necessary to be integrated into lease agreements and/or renewals of lease agreements to ensure operational efficiency of information technology and communication equipment.
15%	Plays a critical leadership role in coordinating and aligning departmental priorities with external partners such as the California Office of Emergency Services (CalOES), the Governor's Office, and the California State Transportation Agency. Through regular engagement, strategic planning discussions, and participation in inter-agency working groups, ensures departmental capabilities, policies, and technologies support statewide public safety, emergency response, and transportation initiatives. Directs policy development, contributing operational and technical expertise during emergencies or large-scale incidents, and helping integrate communication and telecommunications/data systems across agencies. The Chief's participation and guidance is particularly important when it comes to the interactions with CalOES regarding the large scale multi-million-dollar California Radio Interoperable System (CRIS) radio system. The CRIS system is designed to replace the CHP's current low band radio system and is critical to communication statewide for the next quarter century. Maintains strong collaborative relationships and a clear understanding of each entity's priorities to help ensure a unified, effective approach to public safety, infrastructure, and crisis management efforts statewide.
10%	Responsible for the overall personnel sustainability of IMD. Personally performs or delegates and reviews personnel planning by reviewing staffing levels and adjusting classifications to ensure continuity of operations and growth to align with evolving demands. Conducts staffing studies against industry trends and standards. Composes budget change proposals to obtain positions needed to expand policies, program, and services. Ensures subordinate commands actively fill position vacancies in a timely manner with the most qualified industry talent. Ensures recruitment and hiring activities adhere to the merit-based principle guidelines for civil service. Ensures a robust training program is in place to ensure employees are set for success and the most current industry knowledge is shared and implemented. Develops current employees through on the job training and/or other means to further advance their skill sets to assist with succession planning and promotional opportunities. Administers the progressive discipline process through effective performance management. Reviews and composes timely and comprehensive probationary and/or annual evaluations for subordinate personnel. Conducts pre-disciplinary hearings and special projects. Ensures Division-wide personnel complete required training in a timely manner as per policy and resolve any training deficiencies or non-compliance with policy requirements. Establishes and implements expectations for staff performance, training, succession planning, and operational resiliency. Promotes and actively supports positive employee health and wellness programs and activities. Promotes and supports equal employment opportunity principles; ensures compliance with nondiscrimination requirements; and fosters a professional work environment consistent with departmental policy. Fosters and maintains a business culture and work environment that is fair, inclusive, and free of discrimination and harassment.
5%	Sits on the CLETS Advisory Board (nominated and serving at the pleasure of the Attorney General), various committees as part of the International Association of Chiefs of Police, OTS Traffic Records Coordinating Committee, State Electronic Data Collection Executive Steering Committee (ESC), Body-Worn Camera ESC, Mark 43 ESC.
	Non-Essential Functions
5%	Performs other job-related duties within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S 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.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE