DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
ENTERPRISE SERVICES BUREAU
DUTY STATEMENT

NAME:

POSITION NUMBER: 420-862-7500-005

JOB TITLE: Bureau Director, Enterprise Services Bureau

CLASSIFICATION: Career Executive Assignment (CEA), Level B

STATEMENT OF DUTIES: Under the administrative direction of the Information Technology (IT) Assistant Chief of the California Justice Information Services (CJIS) Division, the Bureau Director establishes a strategic vision for the coordinated planning, acquisition, and development of cost-effective information technology solutions to business problems. The Bureau Director is responsible for planning, organizing, and directing the activities of the two branches within the Enterprise Services Bureau (ESB). The Project and Portfolio Branch provides department-wide IT Project Management services, IT project coordination, business analysis, Project Approval Lifecycle (PAL) processes, and project oversight services. The Procurement and Contracting Branch provides department-wide oversight for IT purchases and contracts (e.g. Request for Information, Request for Quote, Request for Offer, Request for Proposal, Invitation for Bid, Leveraged Procurement Agreements, Memorandums of Understanding, etc). The position establishes a strategic vision for the coordinated planning, acquisition, and development of cost-effective information technology solutions to business problems.

The Bureau Director serves as the principal administrator of the centralized IT Project Management and IT Procurement services by defining the primary business strategies and policies that guide the management and oversight of IT projects, procurements, and contracts. The position serves as the key policy maker leading the ESB to define and develop the Department's project management, IT purchasing, and IT contract management framework, policies, guidelines, standards, and best practices to achieve operational efficiencies, flexibility and scalability of IT solutions, and operational cost savings. The Bureau Director is responsible for advocating legislative solutions and representing the Bureau and Division before the Legislature, governmental agencies, and public and private organizations. As a member of the executive staff, the Bureau Director plays an active role in long-range planning and provides critical technical direction in establishing policies and procedures.

SUPERVISION RECEIVED: Under the administrative direction of the CJIS Division IT Assistant Chief.

SUPERVISION EXERCISED: Directly oversees two Information Technology Manager IIs and administrative support staff.

TYPICAL PHYSICAL DEMANDS: Ability to sit at 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% Advises the CJIS executive management on significant policies centering on business processes, operational programs, and information technology resources. Formulates, analyzes, revises, interprets and evaluates information technology business processes and programs. Serves as a communication link on information technology program policy matters. Coordinates interdepartmental activities on critical program and policy issues. Oversees departmental management of IT projects and the IT project portfolio, IT procurements/solicitations, and IT contract/vendor management. Provides high-level expertise in developing legislative and budget proposals and new programs in information technology. Evaluates study findings and recommendations on the effectiveness of information technology solutions. Represents the Attorney General, CJIS Division Chief and IT Assistant Chief on issues involving IT with Department management and state control agencies such as the California Department of Technology, Department of General Services, Department of Finance, Legislative Analyst's Office, and legislative staff.

Provides leadership and oversight including planning, organizing, and directing the day-to-day activities of IT staff within the ESB to provide services including but not limited to: IT project management, business analysis, procurement, and contract/vendor management services. Formulates, recommends, and administers departmental long-range plans which sets policies, directions, and courses of action for the evaluation, acquisition, development, implementation, and maintenance of the Department's IT infrastructure. Evaluates pending ESB initiatives, determines impact on critical resources, and provides substantial input into the formulation of strategy as it relates to resource allocation.

35% Implements policies on project delivery, assesses delivery performance objectives, and reports delivery performance metrics. Sets an expectation for enterprise-wide understanding of the organization by ensuring a shared knowledge of the business, its process, and stakeholder impact. Develops and implements policies regarding contracts and procurement, project management, and business analysis. Communicates policy and expectations to all employees and is responsible for enforcement and consistent application of the Departmental policies and procedures.

Responsible for reporting performance metrics to internal and external project delivery stakeholders and control agencies. Monitors performance and ensures resource expenditures remain within allocations while meeting program objectives. Develops, coaches, and trains staff through effective leadership, delegates work assignments, evaluates performance of subordinates, determines training needs and succession planning. Participates as a member of the Division's Executive Team by contributing in the Division's strategic plan and leadership of the Division, as well as developing,

formulating and establishing Division policies. in committees and meetings as district and/or district Administration representative. Prepares budget estimates and justifications to support the projected mission/workload within the scope of assigned responsibilities.

15% Assumes responsibility for decisions made and participates as part of the CJIS Executive management team and guides and influences decisions related to strategic planning objectives, information technology projects, and other enterprise-wide matters, such as risk management, workforce and succession planning and organizational development. Creates an environment that embraces informed and timely decision making that considers innovative solutions to move the Division forward.

10% Provide leadership and management of the ESB, including recruitment, hiring, mentoring, coaching, training, and evaluating the performance of both state and contractor staff. Delegate tasks, set priorities, and manage workload to ensure the timely completion of projects, procurements, and other Bureau responsibilities. Offer advice and consultation to staff on complex and sensitive issues, addressing performance challenges through coaching and progressive discipline as necessary.

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