



State of California

Office of Data and Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☐ Current ☒ Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	Engaged California
Classification	CEA-B
Working title	Engaged California Program Director
Position number	418-100-7500-008
Prepared date	09/10/2026
Effective date	
Name	Vacant

General Statement

Under the direction of the Chief Deputy Director, the Engaged California Program Director leads the strategy, operations, and delivery of Engaged California, ODI's statewide civic engagement program established in statute within ODI. The incumbent provides executive-level program leadership and leads multidisciplinary matrix teams composed of staff, contractors, fellows, and cross-agency partners to advance high-priority engagements in accordance with the statutory process. The incumbent is responsible for operationalizing and delivering engagement topics as selected by legislative leadership or the Secretary of Government Operations. The incumbent establishes the program's governance model and is responsible for establishing program strategy within the statutory mandate, coordinating delivery across organizational boundaries, fostering partnerships across state agencies and communities, and ensuring Engaged California uses inclusive, accessible, data-informed, and human-centered approaches to strengthen public participation and trust in government.

Essential Functions

Percentages	Description
25%	Program Oversight and Strategic Leadership • Provide overall leadership for Engaged California, ensuring the program aligns with ODI's strategic objectives, statewide priorities, and executive direction. • Establish and maintain the program's operating vision, priorities, operating model, and success measures within the scope of statutorily selected topics. • Advise the Directorate and the statutory selecting authorities on the strategic approach to engagement topics, on emerging opportunities and risks, and on policy considerations related to civic and public engagement. • Translate executive and statutory priorities into actionable program plans and coordinate resources and decision-making across ODI and partner organizations. • Establish and monitor program performance measures, participant feedback, and outcomes to assess effectiveness and drive continuous improvement.
25%	Engagement Delivery and Agency Coordination • Operationalize engagement topics selected by the statutory selecting authorities. This includes scoping the topic, defining objectives and boundaries, confirming funding pathways and timeline, and activating the engagement. • Guide the design and delivery of participatory engagement strategies to ensure that approaches are accessible, inclusive, and available across appropriate channels and languages. • Convene and lead partnering state agencies to support outreach, community engagement, and communications once a topic is selected, as well as establish coordination structures, roles, deliverables, and timelines, and hold coordinated delivery accountable across organizational lines. • Ensure each engagement remains within the scope of its authorizing selection and delivers measurable outcomes and public benefit.
15%	Program Governance Design and Establishment • Design and establish the program's governance model, including topic-intake and scoping criteria, agency-coordination mechanics, participant-selection and participation rules, data-handling and privacy standards, and funding and sponsorship procedures, consistent with the authorizing statute. • Develop the governance model in coordination with the Directorate, Legal, partner agencies, and the statutory selecting authorities, and secure the approvals needed to operationalize it. • Establish the operating policies, decision rights, and documentation that allow the program to run repeatedly across engagements and across changes in leadership. • Continuously refine the governance model based on operational experience, statutory or regulatory changes, and lessons learned.
15%	Matrix Team Leadership and Cross-Functional Delivery • Lead multidisciplinary matrix teams responsible for delivering Engaged California engagements, including staff, contractors, fellows, subject matter experts, and partner department representatives who may not directly report to the incumbent.

Percentages	Description
	- Establish clear roles, responsibilities, decision rights, work plans, milestones, and accountability across matrix teams to ensure coordinated and timely delivery. - Facilitate collaboration across program, design, data, technology, communications, legal, policy, and administrative functions as needed to deliver program outcomes. - Identify and resolve cross-functional dependencies, resource constraints, risks, and barriers; elevate issues to executive leadership when appropriate. - Create a collaborative, inclusive, and mission-driven team environment grounded in learning, transparency, equity, and trust.
15%	Stakeholder Engagement and Partnerships - Develop and maintain relationships with the Governor's Office, legislative leadership, state department leaders, program staff, community stakeholders, civic organizations, researchers, and other partners for the purposes of the program and in partnership with ODI's External Affairs team. - Represent ODI and Engaged California at executive meetings, public events, policy roundtables, community forums, and cross-agency working groups. - Lead high-visibility workshops, public sessions, and stakeholder engagements and communicate program objectives, progress, outcomes, and lessons learned to diverse audiences as appropriate. - Build shared understanding and alignment among partners and develop champions for inclusive public engagement across state government.

Marginal Functions

%	Description
5%	Reporting, Budget, and Compliance - Oversee program budgets, contracts, procurements, and other resources in partnership with ODI's administrative and fiscal teams. - Ensure program activities comply with applicable statutes, policies, accessibility requirements, privacy requirements, and data governance standards. - Prepare public reports, program updates, budget information, and other required documentation for leadership and external audiences. - Perform other staff assignments as appropriate and required

Supervision Received

This position receives general direction from the Chief Deputy Director.

Supervision Exercised

The Engaged California Program Director leads multidisciplinary matrix teams that may include ODI staff, contractors, fellows, subject matter experts, and cross-agency partners. Team members may report through different organizational structures; the incumbent provides program direction, establishes

priorities and accountability, coordinates work across functions, and ensures successful delivery of Engaged California engagements. The incumbent also provides direct supervision to assigned staff, consistent with organizational needs.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, Oakland, Los Angeles, or San Diego, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, field offices, offsites, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

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.)

A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date