

DUTY STATEMENT

DUTY STATEMENT

Employee Name: TBD	Current Date: TBD
Classification: C.E.A. B	Position #: 673-860-7500-001
Division/Office: OIS	CBID: M01
Section:	
Supervisor Name: Edna Murphy	Supervisor Classification: C.E.A.

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises:

Total number of positions in Section/Branch/Office for which this position is responsible: 102

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**:

MISSION OF SECTION: The Office of Information Technology provides full scope of information technology and security services to CARB management, programs, and staff.

CONCEPT OF POSITION: Under the general direction of the Deputy Executive Officer, Internal Operations, the Chief Information Officer (CIO) has full leadership, and management responsibility for OIS. CIO provides oversight, influence, and customer advocacy for the Information Technology (IT) policy for CARB and is responsible for all strategic planning, guidelines development, IT security, telecommunication, infrastructural projects, and goal setting to ensure an efficient and effective OIS that supports the enterprise-wide operations of CARB's programs. The incumbent has responsibility for providing a framework for making departmental IT decisions, and ensure IT delivers results that programs, customers, and stakeholders value. The incumbent works closely with the Deputy Executive Officer of Internal Operations, Chief Counsel, and Division Chiefs in developing and implementing IT and security policies and the most complex IT and telecommunications projects and systems.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%	<p>Provides direct oversight of the IT Operations and Support Section, Systems Development and Support Branch, Science and Technology, and Security Operation Center to develop and implement sensitive and complex IT policies and procedures that will establish CARB's IT direction to ensure the direction adheres to statewide technology and security policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, the State's IT Strategic Plan, IT-related Executive Orders, IT-related Budget Letters, IT-related management memos, and other related memoranda.</p> <p>Oversees the responsible areas, functions, and activities to ensure they manage and provide ongoing support for expanded information management services, both internal and external. Responsible for the full scope of, including the most complex, urgent, and critical, IT systems, tools,</p>

DUTY STATEMENT

	<p>applications, initiatives, and projects development and implementation by collaborating closely with CARB management and staff to ensure effective deployment and enhancement of CARB's major IT systems and needs. Evaluates new technology concepts and security systems and determines their applicability for CARB and provides oversight to ensure all efforts and deliverables meet the end results while also adhering to statewide policies and expectations when developing and delivering critical IT systems.</p>
<p>25%</p>	<p>Provide leadership and management in the development of IT strategic plans and ongoing system and data evaluation, goal setting and establishment of OIS practices. Responsible for the development, establishment, and administration of all CARB technology and IT security-related policy standards necessary for attainment of CARB's mission, goals, and objectives. Provides direct oversight to ensure OIS responsible areas develop long-term goals and strategies of where the department needs to be and how current and available technology can further those strategies.</p> <p>The CIO represents CARB and CARB positions and issues to State CIO, the California Department of Technology, internal and external stakeholders, control agencies, prepares and approves written correspondence and reports as required, and acts as the assigned back up for the DEO of Internal Operations on all IT functions and activities in coordination with the Administrative Services Division Chief to oversee the procurement of IT products and services for the department.</p>
<p>20%</p>	<p>Serves as the principal advisor to the DEO of Internal Operations on technology and policy decisions affecting CARB's IT infrastructure, projects, and systems. Serves as a performance management and IT consultant to the DEO of Internal Operations, evaluating metrics and advocating for cost-effective means to improve organizational wide services. Recommends technology direction based on an understanding of technology trends and marketplace knowledge, and provides technology leadership and customer advocacy, leadership, direction, and organizational collaboration in the development of OIS' strategic plan.</p>
<p>20%</p>	<p>The CIO creates and maintains a team of talented IT professionals and fosters an environment of trust and success, where highly-qualified and high-performing staff are retained. Establishes and upholds a culture of client service to internal and external stakeholders, training staff on how best to serve clients. The CIO also chairs the CARB's IT governance committee and ensures IT resources are aligned with the priorities and needs set; provides technology expertise for the committee, including advice, guidance, and direction in areas of technology, security, telecommunication, system, database, and computer services; and participates as a voting member on all committee activities.</p>

DUTY STATEMENT

5%	Perform administrative duties such as recruiting, interviewing, and hiring staff to fill vacancies; coach and mentor direct reports; prepare and evaluate employees and complete performance appraisals and probationary reports and, when necessary, initiate disciplinary proceedings and adverse action; provide training and development opportunities for staff.
----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------