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| duty statement |
| Class TitleCEA B, Chief | Position Number802-330-7500-001 |
| COI Classification[x]  Yes | [ ]  No |
| Unit |
| Section |
| Branch |
| DivisionInformation Technology Strategy Services Division |
| This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. |
| **Job Summary:** Under the general direction of the Chief Information Officer / Deputy Director for Enterprise Technology Services (ETS), the Chief, Information Technology Strategy Services Division (ITSSD), plans, organizes, directs, and evaluates the activities of approximately 50 staff, in addition to various contractors. The Chief, ITSSD, is a key member of the ETS Executive team. The Chief, ITSSD, is responsible for participating in the development and management of DHCS and IT strategy; supporting DHCS’ enterprise governance; supporting and leading the management of project delivery; overseeing and managing the DHCS portfolio of projects; overseeing and managing DHCS’ enterprise architecture; and overseeing IT administration activities. A key focus is supporting the Department achieve strategic and tactical outcomes through the interactions between architecture, projects, vendors, and state teams. The Chief, ITSSD, is a member of DHCS’ Executive Staff and subject to the Department’s Conflict of Interest Code and filing a Statement of Economic Interests (Form 700). |
| **Supervision Received:** Deputy Director for ETS/Chief Information Officer |
| **Supervision Exercised:** Two Information Technology Manager IIs, one Information Technology Manager I, and one Staff Services Manager II. |
| **Description of Duties:** The Chief, ITSSD, is responsible for formulating policy and adopting processes related to enterprise policy development, implementation, and maintenance in the areas of enterprise architecture, governance support, project portfolio management, project delivery, and IT administration. The Chief, ITSSD, has full responsibility for policies and procedures related to all aspects of enterprise architecture, project portfolio management, and project delivery.The Chief, ITSSD, has leadership responsibility for functions that are carried out under the management for the Enterprise Portfolio & Project Management Branch (EPPMB), the Enterprise Strategy & Services Branch (ESSB), the IT Procurement & Contract Section (ITPCS), and the IT Fiscal Services Section (ITFSS). The EPPMB is responsible for managing the DHCS project portfolio along with the execution and management of DHCS projects including non-IT and IT projects. EPPMB leads reporting to control agencies and facilitates communication and planning with multiple programs and funders. The ESSB is responsible for leading the development and ongoing management of DHCS’ Enterprise Architecture and managing ETS customer engagement. The ESSB supports DHCS strategy by understanding and supporting business/program and determining appropriate solutions. The ITPCS is responsible for managing departmental IT procurements (goods and services). The ITFSS is responsible for managing the human resources, financial management, and other support aspects of ETS.The incumbent is a key member of the ETS Executive Team and is responsible for leading ETS to support Department success. The Chief, ITSSD, contributes toward the growth and development of ETS through support of ETS strategy and participation throughout the program. |
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| **Percent of Time Essential Functions**25% Provides leadership and guidance to subordinate managers and staff to ensure the effective and efficient delivery of services that are consistent with DHCS and ETS goals and priorities. This includes the policy development, implementation, and maintenance in the areas of enterprise architecture, governance support, project portfolio management, project delivery, and IT administration consistent with DHCS priorities, goals, and objectives.20% Plans, organizes, and directs the development and implementation of enterprise architecture activities to achieve optimal value from DHCS information technology investments in support of DHCS strategy. Enterprise architecture activities will address evolution of legacy IT systems to leverage reusable and interoperable solutions that are based on industry-proven IT methods such as use of modularity, reuse, and shared services.20% Plans, organizes, and directs the delivery of project outcomes and implementation activities in support of DHCS programs using appropriate project management methodology. Effectively oversees a portfolio of projects and provides insight to DHCS leadership in regards to the health of the projects and the overall portfolio. Operates as a key liaison with the Office of the Agency Information Officer at California Health and Human Services Agency, Department of Finance Information Technology and Consulting Unit, and Department of Technology in support of DHCS IT projects. 15% Defines and implements an enterprise architecture program to support effective and efficient delivery of DHCS program services and achieve optimal value from DHCS information technology investments. Supports DHCS enterprise governance by providing information and insight related to enterprise architecture and the DHCS project portfolio.15% Participates as part of the ETS Executive Team to support all divisions within ETS and the overall delivery of ETS strategy, goals, and objectives. Develop direction, policy, and culture that promotes the success of ETS as a key program area within DHCS. Represents ETS/DHCS with customers and stakeholders on a variety of issues and activities. 5% Other duties as required. |
| **Percent of Time Marginal Functions** |

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| Employee’s signature | Date |
| Supervisor’s signature | Date |