



# Duty Statement

Classification: **Career Executive Assignment**

Position Number: **275-814-7500-001**

HCM#: **2082**

Branch/Section: **Information Technology Services Branch**

Location: **Sacramento, CA**

Telework: Office-centered

Working Title: **Chief Information Officer**

Effective Date: **May 3, 2022**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised:  **Yes**  **No**

Under the administrative direction of the Chief Operating Officer, the Chief Information Officer (CIO) directs the overall administration of the ITSB for CalPERS. The position provides executive direction and oversight to three divisions: Technology Business Management Division, Technology Infrastructure Services Division, and Enterprise Solutions Development Division. The CIO plays a critical role in setting strategic Information Technology (IT) direction and policies that align with the enterprise business goals and objectives and mitigate technological risk.

The CIO plans, organizes and directs all activities of the ITSB, including the operation of CalPERS two Data Centers; makes broad policy recommendations regarding information technology impacting all CalPERS programs, operations and services; is responsible for strategic planning, IT and Information Security Policy development and review, and creation of long range information systems plans; researches and develops new IT products and facilities for CalPERS programs; as assigned, represents CalPERS with the Department of Finance, and the Legislature on technology issues; provides consultation and advice to high level program managers, Executive Team and the Board of Administration.

## Essential Functions

- 45% Provides executive direction on the operations of the Information Technology Services Branch including, networks (LAN/WAN), application development/maintenance, hardware/software administration, database administration, personal computer support IT procurement/contract administration, IT security and disaster recovery. Has management responsibility for the development and review of all enterprise-wide policies and architecture standards for the use of information technology with significant impact on all CalPERS' programs, operations, and services. Ensures that new systems development is done in a consistent manner with CalPERS strategic planning directions and system architecture standards; and oversees the development and implementation of long-range IT business plans, tactical plans, and CalPERS' Strategic Information Systems Plan (SISP). Establishes appropriate governance structures dealing with projects, and processes and facilitates and /or participates as a member of those structures for coordinating, advising, and enabling business owners; providing clear and consistent communication and coordination among business owners; and identifying and resolving issues and conflicts relating to the provision of IT services. Provides IT consultation and advice to high- level program managers, Executive Team, and the Board of Administration.
- 35% Participates as sponsor, or provides direction and guidance, to project leaders or managers, for major projects associated with the IT strategic direction in support of CalPERS annual plan.  
  
Provides direction to the team members and project teams responsible for the design, development, and maintenance of mission critical business application systems; directs transition management activities for reengineered or new business process implementations; guides and directs operational efficiency

performance studies; provides business process policies, recommendations, and general direction to staff on the research, evaluation, deployment and overall strategy and integration of new IT products for all CalPERS programs. Provides management of IT vendors contracting with CalPERS, including but not limited to 75+ cloud solutions.

20% As a member of the CalPERS Executive Team, participates in department-wide policy development, management planning and program implementation; represents CalPERS before the public, Board of Administration, Department of General Services, Bureau of State Audits, Department of Finance or Department of Technology, as appropriate, and the Legislature on technology issues and matters. As appropriate serves on external computer science department boards for various local California Universities and State Universities. Serves as a member of various public pension information system organizations.

## Desirable Qualifications

- Excellent communication, interpersonal relationship management, time management, research/information-gathering skills with the proven ability to work with all levels of an organization
- Ability to exhibit strong leadership and team building skills
- Ability to facilitate meetings with stakeholders
- Ability to present to a wide variety of audiences
- Ability to describe complex technical concepts in terms business leaders can understand
- Ability to maintain effectiveness in varying responsibilities and changing priorities
- Experience with establishing policies and standards, process improvement, etc.

## Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that the above accurately represent the duties of the position.

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_