

DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification Career Executive Assignment (CEA), Level C	Working Title Deputy Director						
Employee Name Vacant	Position Number 791-730-7500-002						
Project/Division Name CalHEERS	Supervisor's Name James Duckens						
Unit Click here to enter text.	Supervisor's Classification Chief Deputy Director/Chief Information Officer, CEA C						
Physical Work Location 2870 Gateway Oaks, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction Click here to enter text.						
Effective Date Click here to enter text.							
2. REQUIREMENTS OF POSITION							
<p>Check all that apply:</p> <p> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>) </p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p>							
3. DUTIES AND RESPONSIBILITIES OF POSITION							
<p>IT Domains used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> Business Technology Management</td> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> Information Technology Project Management</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Client Services</td> <td style="border: none;"><input checked="" type="checkbox"/> Software Engineering</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Information Security Engineering</td> <td style="border: none;"><input checked="" type="checkbox"/> System Engineering</td> </tr> </table>		<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Management	<input checked="" type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering	<input checked="" type="checkbox"/> Information Security Engineering	<input checked="" type="checkbox"/> System Engineering
<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Management						
<input checked="" type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering						
<input checked="" type="checkbox"/> Information Security Engineering	<input checked="" type="checkbox"/> System Engineering						
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>The California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS) Deputy Director, provides executive leadership and direction to the CalHEERS Project.</p> <p>The Deputy Director's scope of work overseeing the development, implementation, and maintenance and operations of the CalHEERS Project, which is one of the most technically and politically complex projects in State government. The CalHEERS Project supports the programs administered by the California Health Benefit Exchange, also known as Covered California, and the Department of Health Care Services who are the co-sponsors of the Project. This position requires the highest level of project management, communication, collaborative skills, and tact and diplomacy. The Deputy Director manages stakeholder involvement and represents OSI with the Legislature, governmental, public, and private agencies as well as testifies in legislative hearings. As such, the Project is subject to significant public, media, and legislative scrutiny. The incumbent must understand the criticality of the relationships between budgets/fiscal operations and all aspects of administrative operations, e.g., development of complex spending plans, tracking of critical contractual term dates, creation of successful Feasibility Studies and Budget Change Proposals, and Legislative analyses of proposed legislation.</p> <p>Under the general direction of the Chief Deputy Director/Chief Information Officer, the Deputy Director performs the following duties and responsibilities:</p>							
Percentage of Duties	Essential Functions						
35%	<p>Provides leadership and strategic direction to the CalHEERS Project to ensure project and organizational objectives are accomplished via effective project management. Plans, directs, and oversees the project, and ensures deliverables and functionality are achieved.</p> <p>Responsible for establishing policy and governance models within the CalHEERS Project that will determine the delivery of IT projects and project budgets, time frames,</p>						

	<p>compliance with both IT and program policies, and alignments with the Project Sponsors and the California Health and Human Services (CalHHS) Agency strategic objectives. Primary executive decision maker for the provisioning of the direct project management services and portfolio management.</p> <p>Authorizes changes to the project schedule, system requirements, and risk management system. Ensures project budget allocations and expenditures remain on schedule and within budget. Has state signature authority for the CalHEERS Project, including the prime contractors' and nonprime contractors' contracts and deliverables. Reviews and approves invoices and key project deliverables such as planning documents, business requirements, interface specifications, system design and implementation plans. Implements the processes for review/approval of the deliverables defined in the State's Information Technology (IT) Project Oversight Framework.</p> <p>35% Ensures effective management of all resources assigned to the Project—state, prime vendor, and consultant staff. Oversees the change control meetings; has the authority to make a final decision on all changes unless the magnitude of change requires the review and approval of the project sponsors; and, reviews and resolves Project issues not resolved at lower levels.</p> <p>Serves as the primary liaison between the Project and the Project Sponsors and Executive Steering Committee, and escalates decisions/issues as needed. Coordinates Project related issues with other efforts. Communicates Project progress to the Project Executive Steering Committee and the Covered California Board. Serves as the central point of external communication and coordination; provides strong advocacy with external stakeholders, state government, and the public. Represents California at statewide and national conferences and meetings. Effectively communicates with and develops/maintains excellent working relationships with a diverse group of stakeholders to ensure project status and strategic direction is shared in project-related interests are protected and met.</p> <p>25% Provides direct management and supervision of the CalHEERS Project prime vendor and a variety of support contractors. Manages contractor performance; approves work products and deliverables from CalHEERS Project team, CalHEERS Contractor, Project Support Contractors, and interfacing agencies. Ensures that contractor proposals are consistent with State technical, business, and policy requirements.</p> <p>Responsible for addressing the issues of a wide variety of management and executive stakeholders at the local, state, federal levels. Officially represents the CalHEERS Project in executive meetings with the Covered California and the Department of Health Care Services. Represents the CalHEERS Project at legislative hearings; provides legislative testimony on behalf of the Project.</p>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply from the drop-down menus)</i>	
Standing: Infrequent (7-12%)	Sitting: Constant (76-100%)

Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable	
Lifting: Not Applicable	Bending/Stooping: Not Applicable	
Other: <i>Click here to enter text.</i>		
Type of Environment: a. Office b. Select		
Interaction with Public: a. N/A b. Select c. Select.		
5. SUPERVISION		
Supervision Exercised (<i>e.g., Directly – 1 Information Technology (IT) Supervisor II; Indirectly – 5 Information Technology Associates</i>)		
Directly – 1 CEA B, 1 IT Manager II, and 1 Executive Assistant		
6. SIGNATURES		
Employee's Statement:		
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature	Date	
Supervisor's Statement:		
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature	Date	
7. HRD USE ONLY		
Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	CR	5/10/2023
Reasonable Accommodation Unit use ONLY (<i>completed after appointment, if needed</i>)		
* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.		
List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE