

Current Proposed

Classification Title Information Technology Manager II	Division/Unit ITD
Working Title Chief Technology Officer	IT Domain (if applicable) System Engineering, Business Technology Management
Position Number 363-175-1406-001	Effective Date 07/10/2023
Name	Date Prepared 7/5/2023

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under administrative direction of the Chief Information Officer, the Chief Technology Officer (CTO) serves as the point of contact for the Technology Infrastructure, software development, and Information Technology (IT) service delivery. The CTO will define technology strategies, ensure smooth IT operations, select, and manage the technology stack, oversee software development lifecycles, manage infrastructure resources, and provide IT support to CalHR and the State Personnel Board. The CTO role drives innovation, optimizes efficiency, maintains security, and aligns technology initiatives with the organization's goals.

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
45%	(E)	<ul style="list-style-type: none"> Responsible for driving the organization's technology strategies which involves aligning technology initiatives with business goals, identifying emerging trends, assessing the impact of new technologies, and making informed decisions on technology investments. Oversee the organization's technology infrastructure and operations; manage computer rooms, networks, servers, storage, and cloud services; ensures the infrastructure is

		<p>scalable, secure, and reliable, optimizing its performance and efficiency.</p> <ul style="list-style-type: none"> • Oversee software development and engineering teams by setting development standards, methodologies, and processes and ensuring the delivery of high-quality software solutions meet business needs. • Collaborates with technology vendors and partners to assess and select appropriate solutions, negotiate contracts, and manage relationships. This includes evaluating third-party technologies, overseeing service level agreements (SLAs), and ensuring that vendors meet agreed-upon standards and deliverables. • Lead and manage the engineering team, provide guidance, set performance goals, and foster a culture of innovation and collaboration. Responsible for hiring and developing top talent, ensuring the team has the necessary skills and resources, and promoting professional growth and development.
35%	(E)	<ul style="list-style-type: none"> • Oversee technology-related projects, ensuring they are delivered on time, within budget, and meet quality standards. This involves coordinating cross-functional teams, defining project goals and deliverables, managing resources, and mitigating risks throughout the project lifecycle • Establish technical architecture guidelines and standards to ensure consistency, interoperability, and scalability across the organization's technology systems. Defines • frameworks, tools, and best practices that guide software development and infrastructure design. • Evaluates new technologies, tools, and platforms to assess their suitability for the organization by conducting feasibility studies, proof of concepts (POCs), and vendor evaluations to determine the potential benefits and risks of adopting new technologies.
15%	(E)	<ul style="list-style-type: none"> • Involved in budget planning and financial management related to technology investments, infrastructure upgrades, software licensing, and maintenance contracts; works closely with the finance department to ensure cost-effective technology solutions and monitor expenses within the technology department.
5%	(M)	<ul style="list-style-type: none"> • engage with industry associations, participate in conferences, and contribute to thought leadership activities. This helps them stay abreast of industry trends, network with peers, and share insights and experiences that contribute to the organization's reputation and influence in the technology landscape

Supervision Received

The CTO reports directly to and receives the majority of assignments from the Chief Information Officer; however, direction and assignments may also come from the Chief Deputy Director and the Director.

Supervision Exercised

The CTO directly supervises the following classifications IT Manager I and indirectly supervises IT Supervisor I and II, IT Specialist I and II, IT Associate, Staff Services Manager I, and Student Assistant

Special Requirements / Desirable Qualifications

- Demonstrated knowledge of state policies, rules & standards relative to the State's information technology and digital services practices;
- Commitment to actively practicing fair behavior that is free from implicit bias in dealing with all parties;
- Experience fostering an inclusive work environment where diversity of thought is valued and encouraged;
- Experience in setting a culture of learning and growth for all employees, where new challenges are welcomed and the work product improves from a desire to learn and grow new ideas and new projects to support the department.
- Experience in recommending, developing and implementing policies and procedures and taking effective action;
- Program administration experience communicating with executive level management, other state agencies, legislative staff, industry, local governments, etc.;
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests;
- Strong leadership and management team experience demonstrating an ability to create clear goals and expectations, encourage leadership, use sound judgement in managing complex and varied programs;
- Experience facilitating collaboration across various stakeholder groups who have different, sometimes conflicting, priorities;
- Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies;
- Ability to collaborate with others to achieve mutual goals and meet the organizations; and external stakeholders; strategic goals and objectives; and
- Experience with forecasting and managing a division's budget.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department'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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*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