

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
OFFICE OF DIGITAL SERVICES
STATE GEOGRAPHIC INFORMATION OFFICER

Name: Vacant
Effective Date:

SCOPE:

Under the general direction of the Deputy Chief Technology Innovation Officer, the State Geographic Information Officer (GIO) at the California Department of Technology (CDT) is responsible for overseeing the State's Geographic Information System (GIS) program by leading the strategic development, management, and utilization of geospatial information and data across the state. The State GIO's scope of work encompasses the development and governance of high-quality geospatial data, management of the State's GIS policies and programs, collaboration with stakeholders, collection, and dissemination of geospatial data, thought leadership and policy advocacy, and team management. By providing visionary leadership, fostering collaboration, and ensuring the effective use of geospatial data and technologies, the GIO plays a pivotal role in advancing the state's geospatial information management and driving innovation in geospatial applications and services.

SPECIFIC DUTIES:

- 30% Develop, implement, and manage all aspects of the State's GIS program and create and implement statewide policies and strategies related to geographic information and data. Provide thought leadership on opportunities to expand the efficiency and effectiveness of the use of geographic data statewide while promoting a data and innovation culture. Oversee the creation and implementation of statewide policies related to geospatial data privacy and security. Develop open data policies.
- 25% Lead the development, maintenance, and promotion of high-quality geographic data, information, technology, and governance throughout the state. Lead geographic data governance and GIS Community of Practice. Oversee geographic data collection, development, visualization, and publishing including from and to State agencies, legislature, municipalities, and other State entities. Create and promote GIS services, including aerial imagery, elevation, and parcel information.
- 20% Collaborate with CDT stakeholders, and partner with the Deputy Chief Technology Innovation Officer to create and enforce geospatial data standards, guidelines, and procedures. Support economic development efforts through the availability of geographic data. Foster collaboration with state agencies, legislature, municipalities, and other State entities for data sharing and integration. Support the availability and accessibility of geographic data to advance key State policy initiatives and the development and implementation of the State's GIS strategy to enhance the effectiveness and efficiency of GIS services. Advocate for policy enhancements or adjustments to align geospatial data governance with industry standards and practices.
- 15% Serve as a member of the department's Executive Staff, act as an advisor to the Director/State CIO and Chief Deputy Director/Deputy State CIO and the Department's executive management team. Advise the Executive Staff on the State's geospatial data and systems. Forge strong partnerships with department directors, Agency Information Officers, departmental CIOs, Presidents and Vice Presidents of private sector companies, and executive staff to advance the State's GIS agenda and initiatives.

- 10% Provide executive oversight of the Office's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure Office management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS:

- A bachelor's degree or higher in geography, GIS, geospatial sciences, information technology, computer science, or a related field.
- Extensive professional experience in geospatial information management, GIS, or related fields.
- Demonstrated experience in leading and managing geospatial projects or programs.
- Proficiency in geospatial software and tools, such as ArcGIS, QGIS, or other GIS platforms.
- Strong knowledge of geospatial data standards, data modeling, and spatial analysis techniques.
- Familiarity with web mapping technologies, spatial databases, data integration, and data visualization.
- Proven track record of developing and implementing strategic plans for geospatial information management and GIS programs.
- Ability to align geospatial initiatives with organizational goals and objectives.
- Strong analytical and problem-solving skills to address complex geospatial challenges.
- Excellent written and verbal communication skills, with the ability to effectively convey complex geospatial concepts to both technical and non-technical stakeholders.
- Ability to facilitate cross-departmental collaboration and promote a culture of teamwork and knowledge sharing.
- Knowledge of geospatial data governance frameworks, policies, and best practices.
- Familiarity with relevant laws, regulations, and standards related to geospatial data management and privacy.
- Experience in developing and implementing data standards, guidelines, and procedures.
- Demonstrated ability to stay current with emerging trends, technologies, and advancements in the field of geospatial information management.
- Flexibility to adapt to changing priorities and requirements in a dynamic environment.
- Strong leadership skills with the ability to inspire and motivate a team of GIS professionals.
- Experience in providing mentorship, guidance, and professional development opportunities to team members.
- Ability to foster a positive and inclusive work culture that encourages collaboration and innovation.
- Experience in engaging with diverse stakeholders, including state agencies, private sector partners, and community organizations.
- Proven ability to understand and address the needs and priorities of stakeholders to drive successful geospatial initiatives.
- Proficiency in project management methodologies and tools, with the ability to effectively manage geospatial projects from initiation to completion.
- Experience in developing and managing budgets for geospatial programs or projects.

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 assigned HR analyst.)

State Geographic Information Officer

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Deputy Chief Technology Innovation Officer

Date

H/R Analyst _____



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: California Department of Technology

POSITION TITLE/LEVEL: State Geographic Information Officer, Office of Digital Services, CEA B

SALARY: \$11,102 - \$13,226

FINAL FILE DATE: Postmarked by: November 2, 2023

POSITION DESCRIPTION:

Under the general direction of the Deputy Chief Technology Innovation Officer, the State Geographic Information Officer (GIO) at the California Department of Technology (CDT) is responsible for overseeing the State's Geographic Information System (GIS) program by leading the strategic development, management, and utilization of geospatial information and data across the state. The State GIO's scope of work encompasses the development and governance of high-quality geospatial data, management of the State's GIS policies and programs, collaboration with stakeholders, collection, and dissemination of geospatial data, thought leadership and policy advocacy, and team management. By providing visionary leadership, fostering collaboration, and ensuring the effective use of geospatial data and technologies, the GIO plays a pivotal role in advancing the state's geospatial information management and driving innovation in geospatial applications and services.

The State Geographic Information Officer's responsibilities are:

Develop, implement, and manage all aspects of the State's GIS program and create and implement statewide policies and strategies related to geographic information and data. Provide thought leadership on opportunities to expand the efficiency and effectiveness of the use of geographic data statewide while promoting a data and innovation culture. Oversee the creation and implementation of statewide policies related to geospatial data privacy and security. Develop open data policies.

Lead the development, maintenance, and promotion of high-quality geographic data, information, technology, and governance throughout the state. Lead geographic data governance and GIS Community of Practice. Oversee geographic data collection, development, visualization, and publishing including from and to State agencies, legislature, municipalities, and other State entities. Create and promote GIS services, including aerial imagery, elevation, and parcel information.

Collaborate with CDT stakeholders, and partner with the Deputy Chief Technology Innovation Officer to create and enforce geospatial data standards, guidelines, and procedures. Support economic development efforts through the availability of geographic data. Foster collaboration with state agencies, legislature, municipalities, and other State entities for data sharing and integration. Support the availability and accessibility of geographic data to advance key State policy initiatives and the development and implementation of the State's GIS strategy to enhance the effectiveness and efficiency of GIS services. Advocate for policy enhancements or adjustments to align geospatial data governance with industry standards and practices.

Serve as a member of the department's Executive Staff, act as an advisor to the Director/State CIO and Chief Deputy Director/Deputy State CIO and the Department's executive management team. Advise the Executive Staff on the State's geospatial data and systems. Forge strong partnerships with department directors, Agency Information Officers, departmental CIOs, Presidents and Vice Presidents of private sector companies, and executive staff to advance the State's GIS agenda and initiatives.

Provide executive oversight of the Office's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure Office management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service. Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

A. REQUIRED KNOWLEDGE:

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch.
2. Knowledge of the principles, practices, and trends of public administration, organization, and management.
3. Knowledge of the techniques of organizing and motivating groups.
4. Knowledge of program development and evaluation.
5. Knowledge of facilitation and negotiation techniques to promote collaboration amongst diverse groups.
6. Knowledge of the methods of administrative problem solving.
7. Knowledge of the principles and practices of policy formulation and development; and personnel management techniques.
8. Knowledge of the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
9. Knowledge of current technology, including the business needs of stakeholders and their organization, political, administrative, and fiscal environments to understand potential impacts of issues and parameters of solutions.
10. Best practices in IT projects and support services and knowledge of typical risk areas in project life cycle to bring quality approaches to the most vulnerable project tasks.
11. Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices.
12. Knowledge of project and state contract management practices.
13. Knowledge of state policies and procedures, including developing and negotiating budget proposals.
14. Knowledge of the principles related to cost recovery for provided services.
15. Knowledge of state control agency requirements for project/program approval and oversight.
16. Knowledge of the Information Technology Infrastructure Library (ITIL).
17. Knowledge of Organizational Change Management.

B. REQUIRED ABILITIES:

1. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff.
2. Ability to analyze administrative policies, organization, procedures, and practices.
3. Ability to integrate the activities of a diverse program to attain common goals.
4. Ability to meet customer demand for services, during competing priorities.
5. Ability to communicate with customers and identify CDT services that will help them meet their business objectives.
6. Ability to gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters.
7. Ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches.
8. Ability to analyze complex problems and recommend effective courses of action; and prepare and review reports.
9. Ability to effectively contribute to the department's Equal Employment Opportunity objectives.

SPECIAL PERSONAL CHARACTERISTICS

- Creativity and Innovation – Apply new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to optimize the organization and management of IT programs. Survey the landscape and recommend/develop new services that help customers meet their business needs.
- Teamwork – Cooperate to achieve the California Department of Technology's mission, goals, and values, and encourage a diversity of opinions. Ability to facilitate cross-agency collaboration activities. Ability to build and manage high-level teams.
- Continuous Improvement – Focuses on continuous improvement and high personal accountability. Provides leadership that assures his/her management team and staff maintains this focus as well.
- Communication – Ability to interact and communicate effectively with executive management at the State level, as well as various private and public organizations. Ability to interact in a diplomatic, tactful, and effective manner with all levels of staff. Ability to negotiate win-win solutions in difficult and challenging situations. Ability to speak and write clearly, and effectively.
- Business Acumen - Possess an understanding of the various parts of an IT service portfolio and how they are interconnected. Ability to make sound, defensible decisions that consider the impact to customers, technology resources, financial resources, and alignment with the State IT Strategic Plan.

DESIRABLE QUALIFICATIONS

In addition to the above, the following experience factors will be considered in competitively evaluating each candidate:

- A bachelor's degree or higher in geography, GIS, geospatial sciences, information technology, computer science, or a related field.
- Extensive professional experience in geospatial information management, GIS, or related fields.
- Demonstrated experience in leading and managing geospatial projects or programs.
- Proficiency in geospatial software and tools, such as ArcGIS, QGIS, or other GIS platforms.
- Strong knowledge of geospatial data standards, data modeling, and spatial analysis techniques.
- Familiarity with web mapping technologies, spatial databases, data integration, and data visualization.
- Proven track record of developing and implementing strategic plans for geospatial information management and GIS programs.
- Ability to align geospatial initiatives with organizational goals and objectives.
- Strong analytical and problem-solving skills to address complex geospatial challenges.
- Excellent written and verbal communication skills, with the ability to effectively convey complex geospatial concepts to both technical and non-technical stakeholders.
- Ability to facilitate cross-departmental collaboration and promote a culture of teamwork and knowledge sharing.
- Knowledge of geospatial data governance frameworks, policies, and best practices.

- Familiarity with relevant laws, regulations, and standards related to geospatial data management and privacy.
- Experience in developing and implementing data standards, guidelines, and procedures.
- Demonstrated ability to stay current with emerging trends, technologies, and advancements in the field of geospatial information management.
- Flexibility to adapt to changing priorities and requirements in a dynamic environment.
- Strong leadership skills with the ability to inspire and motivate a team of GIS professionals.
- Experience in providing mentorship, guidance, and professional development opportunities to team members.
- Ability to foster a positive and inclusive work culture that encourages collaboration and innovation.
- Experience in engaging with diverse stakeholders, including state agencies, private sector partners, and community organizations.
- Proven ability to understand and address the needs and priorities of stakeholders to drive successful geospatial initiatives.
- Proficiency in project management methodologies and tools, with the ability to effectively manage geospatial projects from initiation to completion.
- Experience in developing and managing budgets for geospatial programs or projects.

EXAMINATION INFORMATION – STATEMENT OF QUALIFICATIONS

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Candidates will be screened on the basis of their background and demonstrated management experience as detailed in the Statement of Qualifications. The Statement of Qualifications may be the only basis for determining your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months, or an examination may be rescheduled; at the discretion of the department.

FILING INSTRUCTIONS

- A Standard original State application (*version 12/2021*) (Form 678) is required to apply for this examination and hiring selection.
- A "Statement of Qualifications" **not to exceed two pages** and **no smaller than 12-point font**. This "Statement of Qualifications" is a narrative discussion of the candidate's education and experience that would qualify them for the State Geographic Information Officer, Office of Digital Services, CEA B.

Each candidate must prepare a **Statement of Qualifications** document that **clearly and concisely identifies experience in the 3 categories and must be formatted in the same manner shown below:**

1. Experience in Strategic Development and Management of GIS Programs:

Please describe your experience in developing, implementing, and managing GIS programs. How have you ensured the alignment of geospatial initiatives with organizational goals and objectives? Provide specific examples demonstrating your thought leadership in expanding the efficiency and effectiveness of geographic data utilization.

2. Geospatial Data Governance and Policy Advocacy:

Explain your experience creating and implementing geospatial data privacy, security, and open data policies. How have you advocated for policy enhancements or adjustments to align geospatial data governance with industry standards and practices?

3. Collaboration and Stakeholder Engagement:

Discuss your experience in fostering collaboration among various stakeholder groups for data sharing and integration. How have you engaged with diverse stakeholders to advance key policy initiatives and overall GIS strategy?

Note: A resume does not serve as a Statement of Qualifications.
Candidates who do not follow the filing instructions will be disqualified from the examination.

The application and "Statement of Qualifications" are to be submitted via online at www.jobs.ca.gov JC# 394909 or by mail to:

California Department of Technology
Human Resources Branch, Selection Services
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Chris Medina JC# 394909

Or

Hand Delivered to:
California Department of Technology
2nd Floor Guard Station
10860 Gold Center Drive
Rancho Cordova, CA 95670
Attn: Chris Medina, HR JC# 394909

Questions regarding this examination should be directed to: Chris Medina at (916) 898-0351 or e-mail christopher.medina@state.ca.gov

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California Relay (telephone) Service for the Deaf or Hearing impaired From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922