



Office of Data & Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	CalData
Classification	Statewide Chief Data Officer
Working title	Chief Data Officer
Position number	374-100-9098-001
Prepared date	September 27, 2022
Effective date	
Name	

General Statement

Under the general direction from the ODI Director, the Chief Data Officer (CDO) is responsible for data practices within the state with an overarching goal to improve government data use. The CDO manages the CalData team and works closely with the other members of the ODI executive team, departments, agencies, external entities, international jurisdictions on data strategy, and liaisons with local jurisdictions to inform state approaches and identify opportunities to streamline data efforts across those jurisdictions. The incumbent participates in and influences federal data policy to ensure alignment with the statewide strategy and to address structural barriers that are best solved at the federal level. They develop and steer California's data strategy to empower the use of data to ensure the state has the infrastructure, processes and people to manage, access, and use data ethically, effectively, securely, and responsibly in a manner that respects privacy.

Essential Functions

%	Description
25%	<p>Policy & Governance</p> <p>Develops and implements state-level governance structure for data infrastructure, management, and use. Develops and implements strategic plan for data efforts at the state level and communicates it to the Legislature and key stakeholders. Oversees development and dissemination of enterprise data policies and standards, including, but not limited to, policies, standards, and procedures related to data sharing, data inventory, and open data, data standards for consistency and interoperability of data across the state, and methodological and evidence standards, including ethical data use, for performance management, analytics, and evaluation.</p>
25%	<p>Working with Agencies and Departments</p> <p>Works with departments and agencies to help them develop and execute department and agency level data strategies to improve data management and use throughout the lifecycle and to foster a culture of using data for better decision-making. Works with departments to develop state-level protocols and data sharing agreements for non-public data within government and, separately, with outside parties and partnerships, as well as federation of state data portals. Helps departments determine data quality and organizational maturity level; helps departments assess and improve data quality through standards and training; helps departments prioritize data use and learning agendas. Facilitates coordination and cooperation between departments within the Agency and between other Agencies to work towards shared standards and infrastructure as well as join learning agendas to inform advanced analytics and evaluation plans. Consults with all departments on data team structure and development. Establishes partnerships with external entities to buttress and expand state capacity to use data consistent with state wide policies and standards.</p>
25%	<p>Establish and steer CalData programs and services including but not limited to data services and engineering, policy and programs, and advanced analytics as a service.</p>
15%	<p>Consult and provide expert guidance and input to major policy and program initiatives</p> <p>Provide data policy guidance in the formulation of statewide policies, make recommendations to Agency Secretaries, department executives, and policy experts on the data related components of statewide policies and programs; oversee the preparation of issue papers recommending Administration policies and directions and provide guidance to department programs for consistency with established policy. Analyzes, summarizes and prepares written reports, including making recommendations on proposals by others.</p>
10%	<p>Working in the Civic Arena</p> <p>Represent the Agency and/or Administration in meetings with legislators and staff, State Controller's Office, Department of Finance, other state departments and interested stakeholders. Work with non-profit organizations, social entrepreneurs, community groups, foundations, universities and private companies to promote innovation and enhance the use, quality and utility of state open data. Provide</p>

%	Description
	liaison and coordination with key stakeholders to obtain input and identify concerns for consideration by the Agency and Administration.

Supervision Received

The Statewide Chief Data Officer will report to the ODI Director.

Supervision Exercised

The Chief Data Officer directly supervises 4 Exempt Deputy Directors: Deputy Chief Data Officer; Deputy Director, Advanced Analytics & Evaluation; Deputy Director Programs & Policy; Deputy Director, Engineering & Services.

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. The employee can work full-time from anywhere within California. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined ODI’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.)

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