

DUTY STATEMENT

OFFICE OF LEGISLATIVE COUNSEL
LEGISLATIVE DATA CENTER**CEA B, DEPUTY DIRECTOR, MEMBER OFFICES DIVISION****Position No. 154 7500 102**

The Deputy Director of the Member Offices Division under the Customer Services Branch is responsible for IT services to support the business of the member capitol and district offices of the California State Legislature. The Deputy Director is charged with understanding customer demand for all IT matters and communicating that demand to the other LDC organizations. The Deputy Director participates in all policy and strategic planning activities for new or enhanced systems for the 120 Legislators and their Capitol and district office staff. This position acts as a high-level advisor to the Legislative Counsel and the Chief Deputy Directors and staff on applying information technology to the legislative process. In addition, this position organizes user committees and plans and coordinates their agendas in order to ensure that requirements for new or enhanced systems are clearly identified and fully reviewed. This position also provides direct assistance to legislators on their information needs for operating the member offices to manage communications between legislators and their constituents, as well as the public. The Deputy Director provides assistance pertaining to information technology and information needs of legislators. The Deputy Director of the Member Offices Division frequently coordinates demonstrations of the LDC's information technology products that are used for member offices to legislators, Legislative Counsel, chiefs of staff, high-ranking dignitaries from other public offices, executive branch agencies' representatives, legislative staff from other states, local government agencies' representatives, and delegations from foreign countries. The Deputy Director is responsible for creating and implementing policies that ensure customer satisfaction. This division consists of an Information Systems Manager and Information Technology Specialists.

TYPICAL TASKS:

- 30%** Directs the activities of managers and high-level technology staff and business analysts in the division to ensure the information technology products and services that support the legislative process are delivered to the member offices of the California Legislature on a timely and reliable basis.
- 10%** Evaluates needs, develops, modifies and implements policies and procedures to meet legislative mandates and directives.
- 20%** Meets with legislators, the Chief Administrative Officer of the Assembly Rules Committee, the Executive Officer of the Senate Rules Committee, the Assembly Chief Clerk, the Secretary of the Senate, the Chief Information Officers of the two houses, chief

consultants to legislative committees, and other high-level legislative staff to provide information, identify priorities, and resolve critical system problems.

- 10%** Prepares written reports and recommendations on LDC organization issues, policies, procedures, and division policies, procedures and projects for the Legislative Counsel and Chief Deputy Directors.
- 10%** Conducts meetings with Legislative Counsel, Chief Deputy Directors, Enterprise Architect, and Deputy Directors and to resolve critical operational problems or to implement strategy.
- 10%** Evaluates performance of subordinates, indirectly supervises high level information technology specialists, and various professional and technical data processing staff.
- 5%** Serves as a member of the Office of Legislative Counsels executive management staff.
- 5%** Performs other duties as required.