

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Enterprise Information Services		POSITION NUMBER (Agency-Unit-Class-Serial) 065-622-7500-001		MCR / HCR 1
DIVISION / UNIT Division of Enterprise Information Services		CLASSIFICATION TITLE CEA Level C		
		WORKING TITLE Deputy Director, Enterprise Planning & Solutions		
		TIME BASE / TENURE Non Tenured/Full Time	CBID M01	WWG E
LOCATION Sacramento County		INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION				
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION				
<p>The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.</p> <p>CDCR and CCHCS strive to collaborate with the community to enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Incumbents establish and maintain cooperative working relationships within the department, other governmental agencies, health care partners, and communities.</p>				
DIVISION OVERVIEW				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS Enterprise Information Services is responsible for enabling CDCR to share data through the innovative use of technology, the development of enterprise solutions, and the consistent application of best practices, governance, and high standards for quality customer service, all of which is accomplished via managed partnerships and relationships within the Department's business operations. The Division provides Information Technology (IT) support in the form of increased operational services and in the management and implementation of major IT projects serving the Department's staff and offenders at all institutions and facilities, including fire camps, parole offices, and other administrative offices throughout the state.				
GENERAL STATEMENT				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Director, Division of Enterprise Information Services (EIS), the Deputy Director, Enterprise Planning and Solutions (DD) will be responsible for managing and directing the CDCR enterprise application portfolio, including operations for the Strategic Offender Management System, Business Information System, and the development, implementation, and support of applications supported within Enterprise Planning and Solutions. The incumbent has broad authority for developing, recommending, and implementing IT practices and policies that have significant impact on CDCR programs. The DD provides leadership, vision, direction, planning, guidance, mentoring, and oversight to subordinate staff. The DD is the principal policymaker with regards to enterprise application solutions; the implementation, on-going support, and maintenance of CDCR's applications; the monitoring and continuous improvement of service delivery; and the prioritization and resource management for application work.				

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Determines the vision for future application software delivery services for EIS, including continual evaluation and improvement of the service. Ensures all critical business requirements are identified, solutions developed or procured, supported, and delivered in an effective manner. Responsible for identifying and anticipating necessary changes to CDCR processes, policies, procedures, and organization as they relate to all enterprise applications. Provides executive level strategy for each anticipated gap between the solution and the Department's business requirements.
30%	Provides executive oversight for Enterprise Applications to ensure they meet their respective missions, goals, and operational service level objectives. Provides executive leadership and direction to managers, staff, and project teams through the planning, approval, design, development or procurement, release, and operation of applications in the CDCR application service portfolio.
15%	Acts as the primary liaison for CDCR's Technology Projects between the Executive Sponsor, the Steering Committee, and external control agencies to ensure consistency of message and practical incorporation of user group needs for both headquarters and field business processes solution.
10%	Works with sponsors, control agencies, and other stakeholders to resolve issues and to manage risks regarding the creation and release of Request for Proposals (RFP), Feasibility Study Reports (FSR), and Special Project Reports (SPR); and is responsible for oversight, compliance, and maintains expertise in the procurement and documentation required by control agencies for large, complex enterprise applications development projects.
5%	Maintains and executes communication plans, including meeting with the Director, Executive Steering Committee, control agencies, internal and external stakeholders, contractor executives, and staff to facilitate successful development and implementation.
5%	Obtains input from control agencies to ensure the RFP's, SPR's, FSR's, and Budget Change Proposals are created, released, and awarded according to best state practices without unnecessary delays.

SPECIAL REQUIREMENTS

CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

Consequence of error includes significant delays in program production that would have a direct impact on the services provided to inmates. Such delays can result in inmate complaints, lawsuits, misdirection of department resources, financial liability, as well as public and media scrutiny.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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