

**Duty Statement
California Government Operations Agency
State of California**



Current Proposed

Classification Title Career Executive Assignment, Level A	Agency California Government Operations Agency
Working Title Assistant Secretary of Innovation	Office/Unit/Section Office of the Secretary
Position Number 337-100-7500-005	Effective Date
Name	Date Prepared 11/15/2022

General Statement

The Government Operations Agency (GovOps) is responsible for coordinating and overseeing state operations, including procurement, information technology, and human resources. The mission of the Government Operations Agency is to improve management and accountability of government programs, increase efficiency, and promote better and more coordinated operational decisions. The Government Operations Agency oversees the Office of Administrative Law, California Public Employees' Retirement System, California State Teachers' Retirement System, State Personnel Board, Victim Compensation Board, Department of General Services, Department of Technology, Department of Human Resources, Franchise Tax Board, and Department of Tax and Fee Administration. In addition, Office of Digital Innovation, and Cradle-to-Career Data System.

Under the administrative direction of the CEA, Level B within the Government Operations Agency, the Assistant Secretary of Innovation supports the strategic efforts of technology and innovation for GovOps and departments statewide. The incumbent develops, interprets, and implements policy and provides process leadership and consultation on government improvement and accountability projects. The incumbent recommends innovative policies, processes, legislation and regulations on a broad range of statewide governmental operational issues, which cross departmental lines and involve high-level policy-making responsibilities. The position develops standards and performance metrics for the evaluation of agency programs, and promotes innovation and cost-saving efficiencies throughout state government. In addition, this position will serve as a member of the Agency Secretary's top advisory team, fully participate as a member of the agency management group and provide direct input on agency decisions. Duties include, but are not limited to, the following:

Job Functions

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

- 40% [E] Integrate, revise and develop policies and processes pertaining to equity goals and introduce innovative methods into government operations into statewide procurement and

operations; lead change management efforts to implement RF12 and CBP procurement processes; Monitor and continuously improve innovative methods statewide via policymaking and other methods to ensure operational effectiveness; coordinate streamlining activities throughout the Agency and provide oversight of all related project activities. May represent the Secretary and/or Deputy Secretary at legislative hearings, and other civic and government organizations.

- 30% [E] Develop, recommend and establish policy on improvement, cost-efficiency, project coordination, and performance and change management; develop reports and issue papers, conduct diagnostic assessments, identify policy issues, and recommend change transition strategies; support statewide policy efforts to improve the use and management of data as it relates to equity, and service standards; act as liaison for government improvement and accountability with the Governor's Office, agencies, Department of Finance, the Little Hoover Commission, Bureau of State Audits, line departments, and other interested parties.
- 20% [E] 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; Plan, direct and ensure the work of various teams of experts to improve and innovate state government; lead focus groups and share best practices from public and private organizations; respond to the legislature and governor requests; act as a key subject matter expert on innovation methods and particularly human-centered design practices.
- 5% [E] Provide liaison and coordination with key stakeholders to obtain input and identify concerns for consideration by the Agency and Administration.
- 5% [M] Provide human resource expertise and policy direction; support the Department of Human Resources and related departmental efforts to improve the recruitment, hiring, and training of state employees by leveraging technology innovation.

Significant Interactions With

Department Executives, and other Cabinet-level agencies, the Office of Data and Innovation, the Department of General Services, Department of Technology, California Human Resources Department, and other interested stakeholders.

Supervision Received

Reports to the CEA, Level B.

Supervision Exercised

None.

Required Skills and Working Conditions

Ability to operate standard office equipment such as, but not limited to; a personal computer (desktop or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors. The employee’s permanent work location, which is located at 1304 O St, Sacramento, California 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. Telework is authorized for this position. Telework shall be performed based on an approved an approved Telework schedule (Std Form 200). GovOps reserves the right to revoke telework should telework no longer 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 Personnel analyst.)

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