

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION: Career Executive Assignment (CEA A)	POSITION NUMBER: 800-650-7500-001
DIVISION/BRANCH/REGION: <i>(UNDERLINE ALL THAT APPLY)</i> Research, Automation, and Data Division (RADD)	BUREAU/SECTION/UNIT: <i>(UNDERLINE ALL THAT APPLY)</i> Office of Strategic Alignment and Support (OSAS)
SUPERVISOR'S NAME: Ryan Gillette	SUPERVISOR'S CLASS: Exempt

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*).
- None.
- Other (*Explain below*).

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED (*Check one*):

- None
 Supervisor
 Lead Person
 Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

1 Staff Services Manager III, 2 Staff Services Manager IIs, 3 Staff Services Manager Is, and 1 Staff Services Analyst.

Total number of positions for which this position is responsible: 15

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the California Department of Social Services is to serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

The mission of The Research, Automation, and Data Division (RADD) is to improve the way the Department collects, manages, and deploys data to support the efficient, effective, and equitable delivery of government social services. RADD manages major statewide initiatives to streamline and automate eligibility determination and benefit administration for key safety net programs, and leads efforts such as human-centered design, data governance, automation and continuous quality improvement, data analysis and visualization, and research partnerships to improve client outcomes and promote program integrity. Across these efforts, RADD provides coaching to the Department on all aspects of the data lifecycle.

CONCEPT OF POSITION:

Under the general direction of the Chief Data Officer, the Chief of Strategic Initiatives and Operations (CSIO) oversees efforts to develop policy and advance priority projects that benefit the Division, the Department, and the people of California. The CSIO will lead development and oversee deployment of policy and strategic initiatives, including developing policy and infrastructure to advance the understanding of California's early childhood data landscape, policies and use cases related to the exchange of health and social services information through California Health and Human Services Agency's (CalHHS) Data Exchange Framework, leadership of RADD's data literacy and equity efforts, and coordination of RADD's engagement with the legislative and budget teams to advance RADD's budget and policy priorities. The CSIO will also support internal operational improvement throughout the division, developing policies and procedures to recruit and retain a best-in-class team.

A. RESPONSIBILITIES OF POSITION:

30% Provide executive leadership and program management. The CSIO will lead the Office of Strategic Alignment and Support (OSAS) team to develop policy and deliver major interdepartmental projects and internal administrative improvements, including the development and implementation of policy and systems related to the Early Childhood Integrated Data System (ECIDS), leading CDSS' participation in the CalHHS Data Exchange Framework to advance departmental policy objectives, developing and deploying policy pertaining to data's role in advancing equity, and ongoing streamlining and management of RADD's HR processes. The CSIO will oversee development of policy proposals and budget requests, run meetings with project teams, ensure that timelines are being met, and report on progress to the CDO and other Departmental leadership.

30% Coordinate the development and implementation of policy and strategic initiatives to advance RADD's mission. In collaboration with the Chief Data Officer and other RADD Leadership, the CSIO will lead the development, coordination, and implementation of key strategic policies and initiatives that advance RADD's and CDSS' missions. This could include items such as creating a framework to align individual team goals to RADD's mission statement and policy objectives, developing metrics to measure the impact of RADD's work toward achieving CDSS policy goals, advancing efforts to expand and educate on data literacy, creating Departmental policy pertaining to data governance, and spearheading efforts to expand data-informed decision-making throughout the Department. The CSIO will lead the development and deployment of these policies and initiatives in partnership with the OSAS Special Projects and Project Management team and other Division team members.

20% Develop and manage a division-wide process for coordinating budget and policy proposals, legislative bill analyses, trailer bill drafting/review, and other related activities. The CSIO, with support from OSAS staff and/or other team members as appropriate, will lead an effort to better organize RADD's budget and legislative bill analysis activities to advance the division and departmental policy objectives. This includes the development of budget concept and premise items, Budget Change Proposals (BCPs), Trailer Bill Language (TBL), and identification and reviews of bills, in partnership with the Office of Legislation, that may have an impact on RADD's mission. This includes budget items developed by RADD, as well as items developed by other teams which impact RADD.

10% Support efforts to streamline and improve administrative processes within RADD and develop standardized procedures. In partnership with the Chief of the Data Literacy, Training, and Division Support (DLTDS) team, work to identify and implement improvements to administrative processes such as hiring, training, and contracting. Where appropriate, the CSIO will coordinate the development of administrative Standard Operating Procedures (SOPs) within RADD, as well as SOPs informing how other divisions across the Department partner and interact with RADD.

5% Provide professional development and coaching for OSAS team members. This could include conducting performance appraisals, probation reports, coaching, mentoring, identifying training opportunities, and related activities.

5% Other duties as needed. This could include representing RADD/the Deputy Director in meetings, attending/participating in legislative hearings, and other activities.

B. SUPERVISION RECEIVED:

The CSIO reports directly to and receives general direction from the Chief Data Officer/Deputy Director of the Research, Automation, and Data Division. The incumbent has broad discretion and must exercise considerable independence, initiative, and resourcefulness in carrying out their responsibilities.

C. ADMINISTRATIVE RESPONSIBILITY:

The CSIO is responsible for advising the Chief Data Officer/Deputy Director and Directorate on issues related to sensitive research, data sharing, data use, streamlining efforts to be more client centered, whole family focused at the Agency and Statewide levels, program performance indicators, proposed new policies, and particularly matters with media or legislative implications. The incumbent also oversees all management functions of the Data Literacy, Training, and Division Support Unit, and the Special Projects and Project Management Team, including setting goals and objectives consistent with the Department's mission.

D. PERSONAL CONTACTS:

Within CDSS, the CSIO has daily contact with all levels of management, including the Director, Deputy Directors, managers from other program areas, federal and local governments, and other state agencies on complex budget, research, and evaluation matters. The incumbent represents CDSS and its position at meetings with the California Welfare Director's Association, and other governmental personnel and must be able to gain the confidence and support of top-level administrators and advise them on a wide range of research, policy, and data collection issues.

E. ACTIONS AND CONSEQUENCES:

The CSIO oversees a variety of sensitive functions that range from data sharing decisions on behalf of the department, to developing rigorous research frameworks allowed to be conducted by outside entities with valuable CDSS data assets. Failure on the Division's part to provide accurate program information and/or error in judgment, reliance on inaccurate or incomplete data and weakly supported analysis would adversely impact the development of key policy proposals with significant budgetary and client impact.

F. OTHER INFORMATION:

This position requires strong supervision, interpersonal and statistical skills, and the ability to analyze and convey complex issues from a multitude of perspectives. The CSIO must be able to effectively direct staff in a manner that meets the Department's needs, and to assess and formulate policies for the wide array of programs under the umbrella of the Department. In addition, the incumbent must be able to lead, motivate, and provide thought partnership to a diverse group of staff and stakeholders.