



**DUTY STATEMENT**  
Department of Finance  
Human Resources Office

*The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.*

<b>NAME</b>		<b>EFFECTIVE DATE</b>	
<b>UNIT</b>	Information Services	<b>POSITION NUMBER</b>	300-903-7500-003
<b>CLASSIFICATION</b>	Chief Information Officer, CEA Level B		

**SCOPE**

Under the direction of the Deputy Director of Administration, the Chief Information Officer (CIO) manages the Information Services Unit within the Department of Finance (Finance). The CIO ensures that the departmental Information Technology (IT) systems and hardware are available and fully operational when departmental staff need to use them. The CIO provides extensive leadership, consultation, and policy direction for statewide as well as departmental IT systems and projects; serves as an expert advisor to the departmental Information Services Committee (comprised of Executive staff); plans, organizes and directs the work of the Information Services Unit. This includes long-term strategic planning, application development and maintenance, systems analysis and support, user and technical support services, telecommunication systems (phone, e-mail, and internet), as well as the development, implementation, operational recovery, and support of the Department's Microsoft O365 Cloud- Based Service and communication links to the California Department of Technology (CDT), California Office of Emergency Services (CalOES), and Multi-State Information Sharing and Analysis Center (MS-ISAC). All of these activities have a significant impact on the primary mission and goals of the Department.

Finance is required by statute to develop fiscal and legislative information systems, which provide timely and uniform fiscal data used to formulate and monitor all aspects of the Governor's Budget, portions of which will be available to the Legislative and Executive branches, the public, the press, and online.

The CIO is responsible for policy formulation and implementation of the IT systems and practices of the Department, including the creation of IT solutions and policy recommendations to the Program Budget Manager Administration and the Executive Staff regarding mission-critical systems such as the LIS; preparation of elements of the Governor's Budget, budget tracking systems, distribution of electronic information (Internet, Intranet, and e-mail) both externally and internally, including the Governor's Office and the Legislature; provide secure remote access to key personnel within Finance leveraging multifactor authentication tools; and generally appropriate automation of the statewide budget process within the purview of Finance. The CIO is the primary contact with the State Chief Information Officer and their staff.

<b>ESSENTIAL FUNCTIONS</b>	
<p>The incumbent is required to have extensive knowledge of current principles, practices, and trends of public finance, governmental budgeting, and accounting; program budgeting techniques; exercise a high degree of initiative, independence of action, creativity, and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; supervise a team of employees; work under pressure to meet deadlines; and maintain consistent, predictable attendance in the performance of these special functions.</p>	
<b>SPECIFIC DUTIES:</b>	
50%	<p>Responsible for the oversight management of the Information Services Unit by providing guidance to subordinate managers and supervisors in managing office automation, application development, systems analysis, local area network operations and administration, wide area network administration, cloud-based networks and storage, system software/hardware installation and maintenance, computer technology refresh, Internet and Intranet development and administration, phone systems, e-mail systems, desktop/laptop architecture and support, user support services, peripheral devices, and information management. Manage the Information Services Unit personnel resources, such as organization and staffing, training, evaluation, and distribution of workload.</p>
15%	<p>Administer and manage the departmental IT budget including budget change proposals, staffing, contract management, equipment, communications, facilities development and maintenance, and preparation of the required administrative documents and reports.</p>
15%	<p>Oversee and direct the development and ongoing maintenance of Finance's information security and privacy programs and addressing identified risks, and ensure compliance with all security and privacy laws, regulations, and rules and standards specific to and governing the administration of its programs and ensure implementations of entity-specific policy, procedures, practices and controls.</p>
10%	<p>Provide consultation and advice on data processing civil service classification reforms, chair and serve on committees, attend conferences and take part in any other forums pertaining to the establishment of interagency or statewide information systems policy formulation. Represent the Director of Finance and Executive Staff on statewide IT issues. Act as a subject matter expert for other state departments.</p>
5%	<p>Maintain a strategic plan for developing and improving business processes, which will effectively support the Department's mission; manage the implementation of the IT components of this strategic plan, including the recommendation and development of information systems and related policies, contractor and consultant oversight, preparation of feasibility study reports, equipment and services procurement including contract negotiations, and status reporting to the responsible control agencies.</p>
5%	<p>Perform other duties as required.</p>

## SPECIAL REQUIREMENTS

- Stays abreast of theoretical developments and analytical techniques and updates.
- Provide consultative advice to the Department's administration and state and local government agencies.
- Works with private agencies as requested through telephone conversations, virtual conversations, written reports, or oral presentations on a wide variety of information technology issues.
- Confers with executive management.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**SIGNATURES**

**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 assigned HR analyst.) I also acknowledge that Finance operates under a hybrid telework environment, requiring at minimum two days a week in the office, and under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

**EMPLOYEE SIGNATURE****DATE**

**I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.**

**SUPERVISOR NAME****SUPERVISOR SIGNATURE****DATE****PROGRAM BUDGET  
MANAGER (PBM) NAME****PBM SIGNATURE****DATE**