



Duty Statement

Information Technology Services Division

Deputy Director, Information Technology Services Division (CEA B)

358-500-7500-001

Under the administrative direction of the Chief Deputy Director, California State Lottery, the Deputy Director, Information Technology Services Division (ITSD), is responsible for the vision, strategic direction, policy development and management of the Lottery's information technology (IT) systems and the supporting infrastructure. These systems include an on-premise computing environment, various cloud-hosted environments and third-party service providers that support the Lottery business applications and services.

A. Essential Functions

- 30% Provides guidance and support to Lottery Executive staff and their divisions to implement short- and long-range business plans. This includes leadership in establishing priorities for information technology projects and technology requests; overseeing the management of IT projects sponsored by Lottery Executive staff. Operates as the primary policy advisor on IT issues and opportunities, aligns IT efforts to business initiatives and when appropriate, interfaces with external partners on behalf of the Lottery.
- 25% Manages a multi-billion-dollar gaming contract that supports and interacts with the entire Lottery enterprise. Develop and maintains a strong partnership with the Lottery's gaming vendor that provides an integrated gaming system which manages billions of gaming related transactions; provides, installs and maintains over 100,000 pieces of gaming equipment units at over 23,000 retailer locations across the State; software development and support for the core gaming and administrative applications; and marketing and research services that support gaming operations. This includes negotiating project timelines, costs and resources with the gaming vendor.
- 25% Develops strategic direction for the Division and the Lottery's IT infrastructure environment and oversees the implementation of these strategies. Includes leading, managing and directing professional IT staff work and a portfolio of IT projects in accomplishing the Lottery's Business Plan and other business initiatives. This includes responsibility as contract manager over the Lottery's current gaming system contract.

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10/22/2024

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15% Establishes, implements and enforces policies, procedures, methodologies and standards for IT and information security work performed by Lottery staff. Manages the overall resources of the Division including but not limited to staffing, budget and expenditures, equipment and space, to ensure they are adequate and efficient to achieve the Division's and the Lottery's objectives.

B. Marginal Functions

5% Provides statewide IT leadership by participating in the development and implementation of State of California IT strategic direction.

C. Supervision Received

The Deputy Director, Information Technology Services Division, reports to the Chief Deputy Director of the California State Lottery.

D. Supervision Exercised

The Deputy Director, Information Technology Services Division, is responsible for division staff with direct supervisory responsibility for the managers of the three sections that comprise the Division.

E. Administrative Responsibility

The Deputy Director, Information Technology Services Division, is responsible for the management of the Lottery's IT systems and business applications. Operations include the management of the Applications Development, Infrastructure and Service Management sections.

F. Personal Contacts

The Deputy Director, Information Technology Services Division, will have frequent contact with representatives of all levels of government, including the State of California Chief Information Officer. Contact will also include the public, Legislative and Executive Branches and staff at all levels throughout the Lottery. Also, there will be frequent contact with other Lottery representatives from other states and countries and with all levels of consulting and vendor organizations.

G. Actions and Consequences

The actions and decisions made typically involve sensitive matters with significant policy and financial implications. Poor judgment and decisions in these areas could have serious adverse consequences including but not limited to a significant loss of gaming revenue, potential information security problems, and litigation and public relations problems.

Supervisor's Signature

Date

I have read and understand the assigned duties as described above.

Signature of Incumbent

Date