

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

| PART A | |
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| Position No: 830-102-7500-001 | Date: |
| Class: Assistant Deputy Secretary, Information Technology | Name: VACANT |
| <p>Under the general supervision of the Deputy Secretary, Administrative Services Division, the Assistant Deputy Secretary is responsible for the management and supervision of Information Technology (IT), which includes staff assigned to CalVet Health Informatics Program, Project Management, IT Procurement and Administration, Application Development, Enterprise Infrastructure, Customer Support, and Information Security. These functions are managed by subordinate managers and are primarily centralized at headquarters. Responsibility includes accountability for all eight of the Veterans Homes, the District Offices, and the Veterans Cemeteries.</p> | |
| Percentage of time performing duties: | ESSENTIAL FUNCTIONS |
| 30% | This position serves as a member of the Department's Executive Leadership Team and provides input to the Department's Strategic Plan based on consulting with core business and administrative support functions. Exercises full management and supervisory responsibility in charge of information services with responsibility for policy formulation and implementation. Responsible for working closely with all Department and field management staff in making Department-wide decisions and implementing goals and objectives of the Department's Strategic Plan. |
| 30% | Oversees Information Technology Projects agency-wide and ensures compliance with the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM). Reports status of key Information Technology projects to Executive Leadership, the legislature, and control agencies as applicable. Serves as Information Technology Sponsor on the most complex Information Technology projects and initiatives, including but not limited to critical Health Information Technology efforts. |
| 25% | Oversees Information Technology operations across the Department while ensuring compliance with HIPAA and other applicable regulatory compliance. Responsible for Enterprise Infrastructure and Security, Customer Support, Project Management, Information Technology Procurement, Health Informatics, and Application Development and Support. |
| 10% | Represents the Department at various forums, meetings with the Department of Finance, Department of Technology, Department of General Services, and the office of the State Chief Information Officer, and other appropriate agencies regarding the Agency's information technology programs and services. Serves on the Information Technology Executive Council, led by the California Department of Technology. |
| NON-ESSENTIAL FUNCTIONS | |
| 5% | Other related duties as assigned. |

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

| Activity | Not Required | Less than 25% | 25% to 49% | 50% to 74% | 75% or More |
|--|--------------|---------------|------------|------------|-------------|
| VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents. | | | | | X |
| HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information. | | | | | X |
| SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings. | | | | | X |
| WALKING: Within the home to various units. | | | X | | |
| SITTING: Work station; meetings; training. | | | | | X |
| STANDING: Copy documents; review records. | | | X | | |
| BALANCING: | | X | | | |
| CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes. | | | | | X |
| COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work. | | | | | X |
| WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance. | | | | | X |
| LIFTING UP TO 10 LBS: | | | | | X |
| LIFTING 10-25 LBS: | | X | | | |
| LIFTING 25-50 LBS: | | X | | | |
| FINGERING: Push telephone buttons, calculator keys, and computer keyboard. | | | | | X |
| REACHING: Answer telephone; use a mouse; retrieve documents from printer. | | | | X | |
| CARRYING: Transport documents. | | X | | | |
| CLIMBING: Stairs. | | X | | | |
| BENDING AT WAIST: Use copier; access low file drawers. | | | X | | |
| KNEELING: Access low file drawers. | | X | | | |
| PUSHING OR PULLING: Open and close file drawers. | | | X | | |
| HANDLING: Sort paperwork; distribute mail. | | | | | X |
| DRIVING: Special events. | | X | | | |
| OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine. | | | | | X |
| WORKING INDOORS: Enclosed office environment. | | | | | X |
| WORKING OUTDOORS: Special events. | | | X | | |
| WORKING IN CONFINED SPACE: File, supply, storage rooms, etc. | | X | | | |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____