

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
CHIEF TECHNOLOGY INNOVATION OFFICER, OFFICE OF DIGITAL SERVICES

Name:
Effective Date:

SCOPE:

Under the general direction of the Chief Technology Officer (CTO), the Chief Technology Innovation Officer (CTIO) of the Office of Digital Services (ODS) is responsible for the planning, development, and implementation of statewide policies, standards, and procedures associated with and directly related to technology innovation, the responsible and ethical implementation of technology solutions, and civic technology engagement within the State of California and its associated cities and county partners. The responsibilities include establishing leadership and strategic direction in alignment with the State's Digital Strategy and State Technology Plan through State digital strategies for the responsible use of emerging technologies such as artificial intelligence, development of digital services, California Digital Identification Pilots and potential future programs, civic engagement around State digital services, Open Source Technology (code.ca.gov), California Open Data Program, Statewide Web Development and Application Design Library, Data and Geospatial Services, Technology Innovation Services, Enterprise Technology Solutions, and State web management. The CTIO will be responsible for communicating and implementing responsible statewide technology strategies, methodologies, and solutions with over 125 departments, agencies, boards, commissions, and councils, as well as local government and higher education. The CTIO will also directly manage engagements that support the Governor's Office initiatives, maintain and foster relationships, and partner with entities reporting directly to the Governor and community, academic, industry, government, and international stakeholders.

ESSENTIAL FUNCTIONS

The incumbent is required to have extensive knowledge of organization and functions of government technology, including the organization and practices of legislative and executive branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of problem-solving; principles and practices of policy formulation and development; personnel management techniques. The incumbent must also exercise a high degree of initiative, independence of action, creativity, and originality; demonstrate tact and sound independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; and work under pressure to meet deadlines.

SPECIFIC DUTIES:

To solidify the Department of Technology's mission to deliver digital services, develop innovative and responsive solutions for business needs, and provide quality assurance for state government Information Technology (IT) projects and services, the incumbent will:

- 20% Develop and implement responsible technology solutions and strategies that will increase value to Californians while promoting mission, policy, and Diversity, Equity, Inclusion and Accessibility (DEIA) goals.

- 20% Develop and Implement standards and policies in support of responsibly leveraging digital services, including emerging technologies such as AI (Artificial Intelligence),

Digital Identification, Open-Source Technology, Open Data, Statewide External Web Development, Statewide GIS (Geographic Information Systems) program development, and Statewide Domain Name Service (DNS) for the State.

- 15% Establish leadership, collaboration, communication, and strategic direction with other state agencies, boards, commissions, councils, and local government to support statewide technology solutions. Coordinating and deepening relationships with the Federal government and international governments as needed
- 15% Advise the State CTO on standards, policy direction, and technological solutions for improving government efficiency and responsibility through innovative technology solutions.
- 15% Direct the development of performance management and improvement processes to ensure state IT services are efficient, effective, and responsible. Assists in coordinating with Agency CIOs and department CIOs to integrate statewide technology initiatives and promote effective management of IT resources.
- 10% Advise the State CTO in the formulation of state IT policy. Functions in a consultative role with the CTO relative to state and Office initiatives, policies, and standards in support of the Department of Technology's goals and objectives. Advises the State CTO regarding major issues confronting the Department.
- 5% Represent the Department of Technology and the State CTO in meetings with control agencies and stakeholders such as Governor's Office members, Legislature, departmental Directors, community, industry, academic, and international technology leaders, and other high-level public and private officials, as required. Appears before the Legislature concerning the Department's annual budget and on other matters as necessary.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. (Discuss your concerns with the hiring supervisor if you believe reasonable accommodation is necessary. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Chief Technology Innovation Officer Signature

Date

I have discussed this position's duties and provided a copy of this duty statement to the employee named above.

State CTO

Date

H/R Analyst _____