

Duty Statement
California Government Operations Agency
State of California



Current Proposed

Classification Title CEA - B	Agency California Government Operations Agency
Working Title Deputy Secretary Technology and Innovation and Agency Chief Information Officer	Office/Unit/Section Office of the Secretary
Position Number	Effective Date
Name	Date Prepared

General Statement

The mission of the Government Operations Agency (Agency) is to improve government operations within state departments so they can better serve the people of California. Agency oversees the following 13 departments, boards and offices: CA Department of Human Resources (CALHR), Public Employees Retirement System (CalPERS), Teachers Retirement System (CalSTRS), Victims Compensation Board (CalVCB), Department of Technology (CDT), Department of Tax & Fee Administration (CDTFA), Department of General Services (DGS), Franchise Tax Board (FTB), Department of FI\$CAL, Office of Administrative Law (OAL), Office of Data Innovation (ODI), State Personnel Board (SPB), and the Office of the Cradle-to-Career Data System (C2C).

Under the general direction of the Secretary and Undersecretary, the Deputy is responsible for accelerated innovation; exploring emerging business and technology trends and putting new ideas into practice that advance state operational goals. This includes overseeing technology operations and policy development within the Agency. In the role of Agency Chief Information Officer, partners with the Chief Information Officers and Information Security Officers to improve overall department operations, especially as it concerns technology programs and IT systems, support of the statewide vision for technology described in Envision 2026 and Cal-Secure. Through the advancement of risk management practices and the development of shared services, the Deputy supports the overall maturation of GovOps technology operations. The Deputy is a key voice in sustaining business transformation to build an agile and resilient government through the innovative use of GenAI and emerging technologies to transform government.

Job Functions

- 35% - Advises the Secretary and Undersecretary and department Chief Information Officers on significant policies centering on business processes, operational programs, and information technology resources.

- Formulates, analyzes, revises, interprets and evaluates information technology business processes and programs.
 - Serves as a communication link on information technology program policy matters.
 - Coordinates interdepartmental activities on critical program and policy issues.
 - Oversees departmental management of information assets, projects, data systems, and services.
- 35%
- Provides high-level expertise in developing legislative and budget proposals and new programs in information technology.
 - Participates in the development and evaluation of proposed state legislation to assess the impact of information technology, including GenAI on business processes and operational programs.
 - Evaluates study findings and recommendations on the effectiveness of information technology solutions.
 - Participates in meetings and negotiations about program and information technology issues with state legislative and executive branch staff, local government officials, and constituent organizations.
 - Reviews periodic business process reports, operations program reports, legislative reports, and proposed regulations having significant impact on the Agency's information technology operations.
 - Consults with legislative and executive staff on the implementation of proposed or pending legislation.
 - Collaborates with executive staff from the Department of Technology Services, Department of Finance, Governor's Office, Legislative Analyst's Office, and legislative staff on information technology and security issues.
- 25%
- Plans, develops, organizes, and administers information technology resources, especially as it relates to GenAI, new and emerging technologies.
 - Reviews and monitors departmental information technology strategic planning documents.
 - Monitors major and minor information technology project plans.
- 5%
- Other related duties as assigned.

Significant Interactions With

Other GovOps Executives and executives within the Department of Human Resources, Department of General Services, Department of Technology, Office of Data and Innovation, State Personnel Board, Office of Administrative Law, Department of Finance, Governor's Office staff, and key stakeholder groups who have an interest in state operations. Other interactions with GovOps reporting entities will occur but to a lesser extent.

Reporting Relationships

The Deputy reports directly to and receives most assignments from the Undersecretary; however, direction and assignments may also come from the Secretary at any time.

Supervision Exercised

None

Required Skills and Working Conditions

Ability to operate standard office equipment such as, but not limited to; a personal computer (desktop or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are predominantly performed indoors. The employee’s permanent work location, which is located at 1304 O St, Sacramento, California 95814, is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required from time to time to attend meetings and/or training classes. **Telework is authorized for this position. Telework shall be performed based on an approved an approved Telework schedule (Std Form 200). GovOps reserves the right to revoke telework should telework no longer meet its business needs.** Effective July 1, 2025 employees are required to work in office at a minimum four days a week.

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 Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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