

Current Proposed

Classification Title Career Executive Assignment	Division/Unit Information Technology Division
Working Title Chief, Information Technology Division	HQ Designation CalHR Sacramento
Position Number 363-175-7500-001	Date Prepared 12/8/2025
Name	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California’s future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the administrative direction of the Chief Deputy Director, the Chief, Information Technology Division functions as the Division Chief and Chief Information Officer (CIO) overseeing the planning, organizing, and coordinating of the work of the Information Technology Division (ITD), which provides IT services in support of the Department of Human Resources’ (CalHR’s) and the State Personnel Board’s (SPB’s) programs, strategic goals, and business objectives. The CIO serves as the principal policymaker for the Department’s IT programs and services, serves as a member of the Department’s Executive team, and is the Chief IT policy advisor to the Executive Staff on all aspects of IT. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
35%	O/V (E)	Executive Leadership and Policy Oversight

		<p>Provide the highest level of policy advice to the Director and Chief Deputy Director regarding the Department's IT infrastructure including internal and external security, system architecture, networking and server activity, application systems, databases, data sharing, mobile devices, accessibility, project management and procurement. Direct the work of the ITD by implementing a culture of continuous improvement, performance management, and active leadership that supports the growth and development of staff. Promote and foster a work culture that is conducive to employee engagement, productivity, and professional development. Provide leadership and guidance on significant issues requiring the highest level of sensitivity, leadership, and tact. Formulate departmental policies, procedures, and strategic plans for the technology required to meet the Department's mission critical goals and statewide programs. Develop and implement short and long-term IT strategic plans to improve technology and business alignment and maintain cost-effective IT infrastructure. Oversee the governance of technology within the department. Responsible for ensuring that the Department adheres to California Department of Technology (CDT), GovOPS Agency, and all other applicable IT policies and directives. Communicate to the Legislature and control agencies on the progress of the projects and initiatives. Responsible for the development of policies relating to all aspects of the system development life cycle (requirements, design, development, testing, implementation, maintenance) and ensures appropriate compliance and oversight of these functions. Conducts service-level evaluations and provides program management direction to ensure effectiveness and efficiency in meeting business IT needs.</p>
30%	O/V (E)	<p>Data Policy Development & Implementation Hold a central leadership and accountability role in shaping and executing CalHR's enterprise data strategy. Serve as the strategic bridge between business objectives, technology implementation, risk management, and regulatory compliance. Lead the development and evaluation of policies for the strategic collection, management, and application of data across departmental programs. Participate in the data governance committee to ensure cross-functional alignment and accountability. Define and enforce standards for data quality and drive continuous improvement through training and best practices. Direct the implementation of advanced tools for data analysis to support informed decision-making. Champion a data-driven culture and adopt enterprise-wide open data policies and standards, including metadata, naming conventions, abbreviations, and acronyms.</p>
25%	O/V (E)	<p>External Program Management Provide oversight and policy direction for all applications and services delivered to departments and agencies statewide. Ensure alignment with strategic objectives, monitor progress, and enforce compliance with statewide technology standards and governance frameworks. Represent the Department with control agencies, GovOPS, and other departments on cooperative IT projects and concerning the Department's technical needs, concerns and other data processing issues. Facilitate cooperative relationships with departmental partners including California Department of Technology, the State Controller's Office, Government Operations</p>

		Agency, and others. Ensure cohesiveness of various CalHR initiatives to support the implementation of new and improved systems and services. Provide governance of technology operations and projects to ensure they produce a maximum return on investment for the Department.
10%	O/V (E)	<p>Internal Program Management</p> <p>Manage administrative functions for the division including, but not limited to, forecasting and managing the division's budget, overseeing IT purchasing and contracts, and implementing sound personnel management practices. Approve, oversee and manage IT's fiscal, accounting and purchasing of IT hardware, software and services for both CalHR and SPB. Represent CalHR and SPB through the state's budget approval process, before all levels of government including the legislature. Effectively contribute to the department's EEO objectives to create and maintain a fair and equitable work environment.</p>

Supervision Received

The CIO reports directly to and receives the majority of assignments from the Chief Deputy Director; however, direction and assignments may also come from the Director.

Supervision Exercised

The CIO directly supervises IT Manager I and II staff, and indirectly supervises IT Supervisor II, IT Specialist I and II, IT Associate, and Student Assistant classifications.

Special Requirements/Desirable Qualifications

- Demonstrated knowledge of state policies, rules & standards relative to the State's information technology and digital services practices.
- Commitment to actively practicing fair behavior that is free from implicit bias in dealing with all parties.
- Experience fostering an inclusive work environment where diversity of thought is valued and encouraged.
- Experience in setting a culture of learning and growth for all employees, where new challenges are welcomed and the work product improves from a desire to learn and grow new ideas and new projects to support the department.
- Experience in recommending, developing and implementing policies and procedures and taking effective action.
- Program administration experience communicating with executive level management, other state agencies, legislative staff, industry, local governments, etc.
- Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success across multi-disciplinary stakeholder interests.
- Strong leadership and management team experience demonstrating an ability to create clear goals and expectations, encourage leadership, and uses sound judgement in managing complex and varied programs.
- Experience facilitating collaboration across various stakeholder groups who have different, sometimes conflicting, priorities.

- Ability to gain the confidence and support of executive leadership and provide effective advice on regulatory and administrative matters and policies.
- Ability to collaborate with others to achieve mutual goals and meet the organizations' and external stakeholders' strategic goals and objectives; and
- Experience with forecasting and managing a division's budget.
- CalHR employees are expected to model and support CalHR Core Values

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. May work remotely on a schedule agreed upon by the employee and Director.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

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

Employee Signature	Employee Name	Date

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 Name	Date

