DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
CHIEF OF STATEWIDE PROJECT DELIVERY

SCOPE:

Under the general direction of the Chief Deputy Director / Deputy State Chief Information Officer (CIO), the Chief of Office of Statewide Project Delivery (OSPD) is responsible for statewide policy formulation and implementation, as well as providing strategic direction in the approval and oversight of information technology projects, directing statewide technology procurement strategy, and overseeing the California Project Management Office (CA-PMO). The Chief oversees highly complex and sensitive statewide information technology (IT) projects, programs, and procurements. The Chief serves as a key advisor and provides input to the State Chief Information Officer (CIO) and Deputy CIO regarding policies and initiatives, and promotes effective management of IT projects, project oversight, and agile development and procurement initiatives. The Chief of OSPD is appointed by, and serves at the pleasure of, the Governor.

ESSENTIAL FUNCTIONS

The incumbent is required to have extensive knowledge of organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; 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 is also required to exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; work under pressure to meet deadlines.

SPECIFIC DUTIES:
In order to solidify the Department of Technology's mission to become a customer centric organization in the delivery of agile, cost effective, innovative, reliable, and secure technology services for the State of California, the incumbent will:

70%	Develop and implement statewide governance and improvement processes to ensure state IT project management, oversight and procurements are efficient and effective. Provide input to the State CIO and Deputy CIO in the formation of statewide IT policy. Escalate unresolved major/critical risks, project management and funding issues, for action by the State CIO or the Deputy State CIO. Evaluate statewide IT project management and attendant project performance and procurement, determine oversight and risk management requirements for approved IT projects, and coordinate with other governing agencies as needed to ensure successful project and procurement completion.

15%   Participate in sensitive IT meetings/hearings with external partners in the Legislature and Legislative Analyst's Office. Ancillary requirements include testifying and/or reporting to the Administration as evolving project/program and procurement requirements dictate. Represents the Department of Technology on statewide IT policy issues and special taskforces as required.

15%   Represent the Department of Technology in meetings with control agencies and with clients such as members of the Legislature, departmental Directors, and other high level public and private officials, as required.