

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
CHIEF TECHNOLOGY OFFICER

SCOPE:

Under the general direction of the Chief Deputy Director / Deputy State Chief Information Officer (CIO), the Chief Technology Officer (CTO) oversees the delivery of common technology solutions for Executive Branch agencies and other public entities with accountability to customers for providing secure services that are responsive to their needs and represent best value to the State. The CTO is appointed by, and serves at the pleasure of, the Governor.

The CTO leads OTech, the State's consolidated general purpose data center, and is responsible for the delivery of mission critical services that enable more than 250 government agencies in achieving their program objectives. The OTech provides technology services, investigates emerging and advanced technologies, and provides consulting services for its customers. The CTO is responsible for reducing the cost of doing business and improving efficiency.

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 CTO will:

- 30% Consult and advise the Governor's Office executive management staff, Department of Technology, the Legislature, the Department of Finance, and the client community on policy direction and the proven and advanced technological methods for improving government efficiency through the use of information technology (IT). Develops and implements policies relating to agency wide IT operations, make policy decisions affecting the operations of the data center.

- 30% Advise the Chief Deputy Director/Deputy State CIO and Director/ State CIO in the formulation of state IT policy to ensure that the state's IT policies are properly formulated and implemented. Functions in a consultative role with the Chief Deputy Director/Deputy State CIO relative to state and Office initiatives, policies, and standards in support of the Department of Technology's goals and objectives. Advises the Chief Deputy Director/ Deputy State CIO and Director/ State CIO regarding major issues confronting the Department.
- 30% Serve on Statewide councils and task forces designed to develop IT strategy and policy direction for the State. Directs and manages the executive staff, which consists of four Deputy Directors, the Assistant Chief, and Administrative and Office Support Services.
- 10% Represent the Department of Technology and the Chief Deputy Director/Deputy CIO in meetings with control agencies and with clients such as members of the Governor's Office, Legislature, departmental Directors, 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.