



Duty Statement

☐ Current ☒ Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	Strategic Initiatives
Classification	Deputy Director, Strategic Initiatives
Working title	Deputy Director, Strategic Initiatives
Position number	418-100-9452-001
Prepared date	05/7/2023
Effective date	
Name	Vacant

General Statement

Under the general direction of the Chief Deputy Director, the Deputy Director, Strategic Initiatives, is responsible for managing ODI's Strategic Plan and developing its portfolio. They also develop policies, standards, and procedures for ODI's service delivery, adoption, maintenance, and capacity building. They forecast future strategic initiatives and trends and develop policies and procedures for acquiring new agency partners. The Deputy Director, Strategic Initiatives also drives customer satisfaction, engagement strategy, and portfolio growth for ODI. They encourage the adoption of emerging digital and data service practices and technologies for the California state government. They must have an extensive background in digital and data services, government innovation, and existing government programs, policies, and procedures. They must also demonstrate initiative, strategic technology planning experience, and independent judgment. The incumbent plays a significant role in making decisions and developing priorities, policies, and practices for projects, strategic planning, resource management, and program delivery.

Essential Functions

%	Description
45%	<ul style="list-style-type: none">Forecasts, plans and directs the implementation of ODI's strategic initiatives, product or service development and, when necessary, critical client engagements

%	Description
	<ul style="list-style-type: none"> Oversees the performance management of ODI's Strategic Plan, including OKR development, review, maintenance, and regular department-wide performance updates Advises the Chief Deputy Director and Director on strategic business development opportunities, including those that may come from the Executive or Legislative Branches Advises the Chief Deputy Director and Director in the formulation of state service delivery policy Defines and proposes products and solutions that will increase value, streamline service delivery and respond directly to the needs of Californians Identifies systems-level change and opportunities for statewide policy changes on government service design and delivery Assesses the state of digital services provided by the State government and works to align strategies and practice Oversees ODI strategy & business development, building and implementing a high-level strategy for ODI project engagement; Identifying and cultivating new business opportunities, assessing and determining new projects, and managing internal capacity planning. Oversees implementation of ODI statewide training program and help identify which projects would benefit from a training component and to scale ODI's service orientation across agencies and departments Oversees ODI's communications, legislative, and external affairs programs
20%	<ul style="list-style-type: none"> Maintains a broad understanding of current and future partners' needs, drivers, pain points, goals, and initiatives to enable ODI portfolio growth Maintains a broad understanding of industry trends, stakeholder and advocate initiatives, and the political landscape to enable ODI portfolio growth and business success Oversees the product roadmaps and implementations of digital products including the transition back to the partner department's program Analyzes and scopes the technical and policy requirements needed to implement complex digital solutions and knows when it requires collaboration with other entities like CDT Leads strategic discovery and scoping with partner organizations to identify needs and opportunities, define problem statements, and make recommendations; Develops and maintains key relationships with agency partner stakeholders and internal teams to identify potential opportunities that align with ODI's mission and capabilities. Supports capacity building among partner departments through development of playbooks, recommended practices, communities of practice, and other training channels

%	Description
20%	<ul style="list-style-type: none"> Establishes leadership, collaboration, communication, and strategic direction with other state agencies, boards, commissions, councils, and (as needed) city and county governments, in support of ODI's mission. Represents ODI and the Chief Deputy Director and Director in meetings with control agencies and with partners such as members of the Governor's Office, Legislature, Department Directors, and other high-level public and private officials, as required. Appears before the Legislature concerning the Office's annual budget and other matters as necessary.
15%	<ul style="list-style-type: none"> Demonstrates thought leadership and contributing best practices in a variety of technologies and principles Confers with key government/private officials and top experts in the field Applies principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting and project management and perform other staff assignments as appropriate and required

Supervision Received

The Deputy Director, Strategic Initiatives will report to the Chief Deputy Director.

Supervision Exercised

The Deputy Director, Strategic Initiatives directly supervises ODI's Government Relations Manager (CEA B), Legislative and External Affairs Manager (CEA B), Communications Manager (SSM III), CalAcademy Training Program Manager (SSM III), Portfolio Manager (ITM II) and one Project Manager (ITS II). The incumbent indirectly supervises two CalAcademy Curriculum Designers (SSM I Specialist).

Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento and/or Oakland, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

Attendance

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

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.)

A Reasonable Accommodation 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 Printed 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 Printed Name	Date