



State of California
Office of Data and Innovation
401 I Street Suite 200, Sacramento, California 95814

Duty Statement

Current Proposed

| Item | Position information |
|-------------------|-------------------------------------|
| Office/Department | Office of Data and Innovation (ODI) |
| Unit/Section | CalData |
| Classification | Statewide Chief Data Officer |
| Working title | Chief Data Officer |
| Position number | 418-100-1548-xxx |
| Prepared date | 11/14/2025 |
| Effective date | |
| Name | Vacant |

General Statement

Under the administrative direction from the Chief Deputy Director, the Chief Data Officer (CDO) is responsible for data practices within the state with an overarching goal to improve government data use. The CDO manages the CalData team and works closely with the other members of the ODI executive team, departments, agencies, external entities, international jurisdictions on data strategy, and liaisons with local jurisdictions to inform state approaches and identify opportunities to streamline data efforts across those jurisdictions. The incumbent participates in and influences federal data policy to ensure alignment with the statewide strategy and to address structural barriers that are best solved at the federal level. They develop and steer California's data strategy to empower the use of data to ensure the state has the infrastructure, processes and people to manage, access, and use data ethically, effectively, securely, and responsibly in a manner that respects privacy.

Essential Functions

| % | Description |
|-----|--|
| 25% | Develop Statewide data strategy and policies and governance approaches that implement the strategy <ul style="list-style-type: none">• Develops and implements state-level governance structure for data infrastructure, management, and use. |

| % | Description |
|-------|--|
| | <ul style="list-style-type: none"> Develops, updates, and implements statewide strategic plan for data efforts at the state level and communicates it to the Legislature and key stakeholders. Updating plan every 2 years in compliance with administrative code. Oversees development and dissemination of enterprise data policies and standards, including, but not limited to, policies, standards, and procedures related to data sharing, data inventory, and open data, data standards for consistency and interoperability of data across the state, and methodological and evidence standards, including ethical data use, for performance management, analytics, and evaluation. |
| 25% | <p>Work with Agencies and Departments to improve the quality, use and sharing of data in alignment with Statewide data strategy</p> <ul style="list-style-type: none"> Works with departments and agencies to help them develop and execute department and agency level data strategies to improve data management and use throughout the lifecycle and to foster a culture of using data for better decision-making. Works with departments to develop state-level protocols and data sharing agreements for non-public data within government and, separately, with outside parties and partnerships. Helps departments determine data quality and organizational maturity level; helps departments assess and improve data quality through standards and training; helps departments prioritize data use and learning agendas. Facilitates coordination and cooperation between departments within the Agency and between other Agencies to work towards shared standards and infrastructure as well as join learning agendas to inform advanced analytics and evaluation plans. Consults with all departments on data team structure and development. Establishes partnerships with external entities to buttress and expand state capacity to use data consistent with statewide policies and standards. |
| 25% | <p>Establish and steer CalData programs and services including but not limited to data services and engineering, data policy and programs, and advanced analytics as a service.</p> <ul style="list-style-type: none"> Works with program leads to clearly define the objectives, goals, and expected outcomes of each program, ensuring objectives align with the statewide data strategy. Provides strategic direction, but also empowers the program team to take ownership of their work and make autonomous decisions. Clarifies expectations and establishes accountability mechanisms to ensure everyone understands their contributions and responsibilities. Ensures that each program has necessary resources including budget, staff, technology to achieve its objectives. |

| % | Description |
|-----|--|
| | <ul style="list-style-type: none"> Establishes open and transparent communication channels with each program team, including regular updates, progress reports, and feedback sessions to ensure everyone is informed about the program's status, challenges, and achievements. Encourages collaboration and communication across all ODI programs and teams to drive data initiatives and maximize the value of each service. Acts as a mentor and provides guidance to program leads and team members providing constructive feedback to support continuous improvement. Proactively identifies and addresses obstacles or roadblocks that may hinder program progress. Advocates for necessary changes, escalates issues if needed, and collaborates with other departments or stakeholders to resolve challenges. Encourages continuous learning and development with the program teams. |
| 15% | <p>Consult and provide expert guidance and input to major policy and program initiatives</p> <ul style="list-style-type: none"> Provides data policy guidance in the formulation of statewide policies, makes recommendations to agency Secretaries, department executives, and policy experts on the data related components of statewide policies and programs. Oversees the preparation of issue papers recommending Administration policies and directions and provides guidance to department programs for consistency with established policy. Analyzes, summarizes, and prepares written reports, including making recommendations on proposals by others. |
| 10% | <p>Develop partnerships and manage key stakeholders to represent the department and advance improved data use for decision-making</p> <ul style="list-style-type: none"> Represents the Agency and/or Administration in meetings with legislators and staff, State Controller's Office, Department of Finance, other state departments and interested stakeholders. Works with non-profit organizations, social entrepreneurs, community groups, foundations, universities, and private companies to promote innovation and enhance the use, quality and utility of state open data. Provides liaison and coordination with key stakeholders to obtain input and identify concerns for consideration by the Agency and Administration. |

Supervision Received

The Chief Data Officer reports to the Chief Deputy Director.

Supervision Exercised

The Chief Data Officer directly supervises 3 exempt positions: Deputy Director, Advanced Analytics & Evaluation; Deputy Director, Data Operations Strategy; Assistant Chief Data Officer. The Chief Data Officer indirectly supervises 11 civil service, CEA, and exempt employees who comprise the rest of CalData.

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 or Oakland, CA, 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. The employee can work full-time from anywhere within California, provided the location respects security guidelines and allows for hybrid work. Occasional travel may be required to attend meetings in Sacramento, Oakland, Berkeley (e.g. for offsites, conferences, and/or training classes). On occasion, the office 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 |
|----------------------|-------------------------|------|
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