



## Duty Statement

Current     Proposed

Item	Position information
Office/Department	Office of Data and Innovation (ODI)
Unit/Section	CallInnovate
Classification	User Experience Designer
Working title	
Position number	418-100-0209-xxx
Prepared date	9/23/2025
Effective date	
Name	Vacant

## General statement

Under the administrative direction of the Head of Design, the User Experience Designer creates user-focused, effective, and accessible digital services and products for Office of Data and Innovation (ODI) and our partners. They use agile, iterative methods. They collaborate with user researchers, content designers, and developers in their work. They design digital services that improve how our partners carry out their mission and deliver services to Californians. They play a significant role in making priorities, policies, and practices for projects, strategic planning, technical direction, resource management, and program delivery.

## Essential functions

Percentages	Description
80%	<ul style="list-style-type: none"><li>Design and implement products and services that improve the user experience for Californians.</li><li>Design user experiences for internal and public-facing platforms, including concepts, redesigns, and rebranding efforts.</li><li>Create design artifacts such as wireframes, prototypes, user flows, and journey maps that move work from concept to action.</li><li>Partner with researchers to plan and participate in qualitative and quantitative research, usability testing, and participatory design activities.</li></ul>

Percentages	Description
	<ul style="list-style-type: none"> <li>Translate research insights into design recommendations and prototypes that engineering can implement.</li> <li>Collaborate with content teams to fit designs with content, adjusting each to deliver good user experiences.</li> <li>Co-design with Californians and partners (internal and external) to ensure products and services reflect real user needs, behaviors, and contexts.</li> <li>Create and uphold inclusive design and research practices that promote accessibility, equity, and consistency across products and teams.</li> </ul>
15%	<ul style="list-style-type: none"> <li>Demonstrate thought leadership by exploring new technologies and contributing to statewide design principles.</li> <li>Assess the state of digital services provided by California state government and work to align strategies and practice.</li> <li>Help carry out programs, policies, and platforms that support digital innovation.</li> </ul>

#### Marginal functions

%	Description
5%	Perform other staff assignments as appropriate and required

#### Supervision received

The User Experience Designer will report to the Head of Design (CEA-B). Assignments may also come from the Deputy Director, Service Innovation.

#### Supervision exercised

None

#### 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. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, 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