

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

09/22/2016

2. Department

Department of Technology

3. Organizational Placement (Division/Branch/Office Name)

Directorate/Office of Policy, Planning and Governmental Affairs

4. CEA Position Title

Deputy Director, Office of Policy, Planning and Governmental Affairs

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The California Department of Technology (CDT) is requesting approval to establish the Deputy Director, Office of Policy, Planning and Governmental Affairs, at the CEA level. The department is aligning associated program areas under one CEA who will provide expertise and direction to develop and implement policies for marketing, communications, legislation, broadband/digital literacy, strategic planning, and statewide IT policy. The CEA will serve as a liaison between the program directors, the Director and Chief Deputy Director to streamline and improve policy, planning, coordination, and communication. The CEA will ensure efficiency in operations and consistency in the promotion of CDT's service offerings to implement California's IT Strategic Plan.

6. Reports to: (Class Title/Level)

Chief Deputy Director, Exempt

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The Deputy Director of Policy, Planning and Governmental Affairs is responsible for the development, direction, organization, implementation, and the evaluation of the department's legislative relations, public communications, broadband/digital literacy, strategic planning, and statewide IT policy program areas. The CEA must have an extensive understanding of the State's information technology (IT) enterprise and programs, and emerging technological trends and use this knowledge to communicate to all appropriate audiences.

The CEA will advise, communicate and collaborate with CDT Executives, the State Chief Information Officer (CIO), the Governor's Office, customer departments, the federal government and other key stakeholders for implementation of California's IT Strategic Plan. As a member of the Executive Staff, the CEA will participate directly in the development of legislation; analyze and make recommendations on department positions for all IT legislative measures; and provide legislators and their staff with information regarding the department's programs, policies, and legislative positions in general. The incumbent will be required to forge strong partnerships with departmental Chief Information Officers (CIOs), Agency Information Officers (AIOs), directors, and Executive Staff to understand their business objectives, and strive to meet those objectives. The CEA will advise the Executive Staff on all government communications, internal department communications, and assess public opinion and political sensitivities to identify potential and emerging issues and recommend strategies for addressing such issues. The CEA will coordinate communication and marketing activities with the Governor's Office Director of Communications, Government Operations Agency (GovOps) Deputy Secretary of Communications, and other Executive Branch agency deputy secretaries of communication, serving as the principal spokesperson for legislative activities at the state and federal level. The CEA will promote and foster statewide Broadband and Digital Literacy initiatives by building relationships between the CDT and key private, non-profit, and community-based organizations, as well as tribal leaders and public stakeholders interested in promoting broadband expansion, adoption and inclusion. The CEA will serve as chief negotiator for politically sensitive policy and fiscal legislative issues impacting the department and serve as liaison between the CDT, California Government Operations Agency, the media and other organizations.

The CEA will perform a critical role in the revision of Government Code 11545 to revise the performance framework used to complete the Annual IT Performance Report to the Joint Legislative Budget Committee in order to align it with the state's IT strategic plan and current policies. The CEA will ensure the performance framework aligns with the governance structure and will prepare briefings and presentations for and to the Directorate, the Governor's office, California Government Operations Agency and external stakeholders.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The mission of the CDT is to support programs and departments in the delivery of state services and information to constituents and businesses through agile, cost-effective, innovative, reliable, and secure technology. California's IT community aspires to be a trusted, recognized partner and technology provider that enables government to be accessible to citizens and to deliver services and information with excellence and creativity.

The CEA will provide executive leadership to coordinate and strengthen the CDT's external communication and marketing, legislative relations, broadband/digital literacy, strategic planning, and statewide IT policy development to effectively promote the department's mission and services and its interaction with departmental executives, state and federal departments, departmental CIOs and AIOs, the Governor's Office, California Government Operations Agency, the media, and other key stakeholders.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The CDT is responsible for supporting programs and departments in the delivery of state services and information through cost-effective, innovative, reliable, and secure technology. It has become increasingly important to enhance organizational efficiency by better aligning our programs with our strategic direction going forward. As such, this position will have the full responsibility of overseeing Communications, Marketing and Event Management, Broadband/ Digital Literacy, Legislation, Strategic Planning and Statewide IT Policy.

This realignment will also allow us to better meet the needs of our customers by shifting increasingly important priorities and responsibilities to this position to accommodate the ever changing priorities within a technology department. The CEA will have broad responsibility for policy development and implementation regarding the full range of topics affecting the department. The CEA will act as the principal advisor to the Director, Chief Deputy Director, and the Department's executive management team on governmental affairs. The CEA will play a major role in supporting CDT's technology goals to promote and foster statewide Broadband and Digital Literacy initiatives to key private, non-profit, and community-based organizations, as well as public stakeholders. The CEA will represent the CDT on policy initiatives related to Statewide IT Strategic Planning collaboration including IT governance, consolidation, shared services, and green IT initiatives. The CEA will oversee the CDTs external and inter-agency activities; and direct the activities associated with the Department's customer outreach events. The Deputy Director will be the principal policy maker regarding issues related to statewide IT Policy, legislative proposals, and strategic planning.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

1. Broadband/Digital Literacy - Promotes and fosters statewide Broadband and Digital Literacy initiatives by building relationships between the CDT and key private, non-profit, and community-based organizations, as well as tribal leaders and state and federal stakeholders interested in promoting broadband expansion, adoption and inclusion. The CEA will play an important role in policy development that will interface with federal broadband initiatives, public safety communications and California's educational system. The CEA will provide leadership in developing coalitions of anchor institutions such as public libraries and schools to create new broadband initiatives and work with them to bring project concepts from inception to completion. The CEA will ensure that policy aligns with State partners such as the Governmental Operations Agency, California Broadband Council, California Public Utilities Commission, as well as federal partners including the Federal Communications Commission, the National Telecommunications and Information Administration, and the FirstResponder Network Authority.

2. Legislation - Advises the CDT Director on state and federal legislation related to IT, IT projects, IT procurements and security policies. Develops legislation, including analysis and recommendations, in support of the department's position regarding statewide IT and security measures and budget related bills and provides legislators and their staff with information regarding the office's programs, policies, and legislative positions. The responsibilities are inherently sensitive, at times controversial, and of definite interest to the public since adopted legislation may impact all state departments/agencies that are required to implement new policies and standards adopted as part of California's IT governance.

3. Statewide IT policy - Pursuant to Government Code Sections 11541-11546 and 11549.3, the California Department of Technology (CDT) exercises independent responsibility for establishing, maintaining, and enforcing statewide policies related to IT operations, IT services, security, project approval, telecommunication systems, procurement, enterprise architecture, accessibility, and oversight while ensuring alignment with the State's IT strategic goals. The CDT Statewide IT Policy Office is tasked with carrying out these functions while planning and managing statewide standards, instructions, and guidelines. The CEA will be a leader in the revision of Government Code 11545 related to the performance framework used to complete the Annual IT Performance Report to the Joint Legislative Budget Committee in order to align it with the state's IT strategic plan and current policies.

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The scope of the Deputy Director, Policy, Planning and Governmental Affairs, includes the development of legislation and recommendations to the Directorate for all IT legislative measures. The CEA is the primary consultant and contact with the Senate and Assembly Budget and Fiscal Review Committees and may also be called upon to testify at budget and legislative hearings on behalf of the CDT. The CEA will provide executive leadership to coordinate and strengthen the CDT's external communication, legislative relations, marketing, broadband/digital literacy, strategic planning, and statewide IT policy development to effectively promote the department's mission and services and its interaction with departmental executives, state and federal departments, departmental CIOs and AIOs, the Governor's Office, California Government Operations Agency, the media, and other key stakeholders. The CEA oversees issues pertaining to statewide governance, policy formulation and direction for implementing the State's IT program; and ensures priorities and initiatives are consistent with the State's business priorities. The CEA will exercise a high degree of independence in planning, organizing and directing the activities performed in support of the state's governance process and IT Strategic Plan. Decisions made have a State enterprise impact, affecting a wide range of business and IT programs that utilize technology to accomplish mission critical goals and objectives.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The evolution of technology will continually require the CEA to develop new Statewide IT policies that will impact all state agencies that rely on technology to support their critical business programs. The CEA will be responsible for initiating and implementing new policies and revising existing policies necessary to enforce statewide policies related to IT operations, IT services, security, project approval, telecommunication systems, procurement, enterprise architecture, accessibility, and oversight while ensuring alignment with the State's IT strategic goals.

As technology progresses to meet the evolving needs of the public, IT policies and authorities must also evolve to remain relevant and current. The California governance model for technology helps to determine the state's IT policy and portfolio, reduce bureaucracy, and focus on tangible results. This governance model helps technology leaders effectively manage California's IT portfolio.