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### A. GENERAL INFORMATION

1. Date

2025-11-25

2. Department

California Energy Commission

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

Administrative and Financial Management Services Division / IT Services Branch

4. CEA Position Title

Chief Information Officer

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

Under the general direction of the Director of the Administrative and Financial Services Division, the Chief Information Officer (CIO) oversees the Information Technology Services Branch, which includes IT Procurement, Customer Support, Application and Web Development, Information Security, Infrastructure Support, Project Management and Data Engineering. In this role, the CIO is responsible for developing and implementing technology strategies, policies, and standards that support both core business functions and the specialized operational technologies required across the CEC's energy program portfolio. Key responsibilities include, leading the development and adoption of architectural standards for platform services, solution integration, and digital innovation, identifying opportunities for the ethical use of Generative AI to streamline business processes, reduce errors in critical operations, and improve service delivery, overseeing the day-to-day operations of IT infrastructure, client services, application development and support, project portfolio management, and the staff responsible for these areas.

6. Reports to: (Class Title/Level)

Director of Administrative and Financial Services Division, CEA B

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): The CIO is an executive who works with the Executive Management Team to align the technical infrastructure with the business goals and objectives.

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 CIO is responsible for leading all aspects of Information Technology (IT) strategy, operations, and governance within the California Energy Commission (CEC). This position plays a central role in ensuring that the Department's technology systems, services, and infrastructure are secure, reliable, cost-effective, and aligned with CEC's mission and business objectives.

The CIO oversees the development and execution of the Department's IT strategic plan, ensuring alignment with statewide technology policies issued by the California Department of Technology (CDT). This includes ensuring compliance with the State's Enterprise Architecture Framework, cloud-first policies, and digital services initiatives. The CIO provides leadership for the full scope of IT services, including application development, infrastructure management, cybersecurity, enterprise architecture, service desk operations, and web services.

The CIO is responsible for managing the Department's IT portfolio, ensuring that projects are prioritized, scoped, and executed in a manner that delivers value and meets program needs. The CIO provides oversight of strategic operational planning, project management methodologies, and performance reporting to monitor IT service delivery and drive continuous improvement.

Budgetary responsibilities include oversight of the Information Technology Services budget. The CIO ensures that all IT-related expenditures comply with applicable laws, regulations, and procurement requirements, and is accountable for the responsible use of public funds in delivering IT services that support both internal and external stakeholders.

The CIO serves as a key advisor to the Director of Administrative and Financial Services and the Executive Management team, providing guidance on emerging technologies, digital innovation opportunities, operational risks, and policy decisions that impact the Department's technical capabilities. The position works closely with executive leadership across CEC to ensure that IT strategy is integrated into broader departmental goals and initiatives. Additionally, the CIO represents CEC in discussions with external agencies, including CDT, California Natural Resources Agency (CNRA), and the Governor's Office, and plays an active role on the Department's Strategic Governance Team to support enterprise-wide planning and performance monitoring.

**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 Information Technology Services Branch plays a critical role in advancing the Commission's mission by aligning technology initiatives with strategic goals. This alignment helps optimize resources, improve operational efficiency, and drive innovation, which are key elements in building a clean energy future for California.

A strong focus on data management and analytics supports informed decision-making and effective policy development. This enables the Commission to design responsive programs, evaluate their impact, and stay aligned with department and statewide needs.

Effective portfolio management ensures IT projects are strategically prioritized, efficiently executed, and contribute meaningfully to the Commission's clean energy mission.

The Chief Information Officer (CIO) provides strategic leadership for the IT portfolio and oversees core technology functions, including application development, infrastructure, enterprise architecture, digital services, and service delivery. The CIO champions innovation and continuous improvement to ensure technology investments meet program needs and support long-term departmental goals.

## **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.

In the past several years, the Legislature has significantly expanded CEC's statutory obligations and financial responsibilities. For instance:

\*The Legislature authorized the CEC to collect additional data about petroleum markets to help the state understand and respond to gasoline price spikes (SB X1-2 and AB X2-1). These laws have substantially increased CEC's need for IT solutions to collect additional data regarding petroleum markets.

\*The CEC is reliant on several legacy, custom applications to conduct its business. These legacy applications are no longer suitable for the requirements of new programs and other expanded CEC activities, and are based on infrastructure that is approaching end-of-life. For example, the Legislature created a new Opt-in expedited licensing program, under which the CEC is the lead California Environmental Quality Act (CEQA) agency and is required to prepare an environmental impact report (EIR) for any facility that elects to submit an application under this program. The requirement to receive and manage documents from developers has strained these applications even as they approach end-of-life. These situations require that CEC have IT leadership to develop and implement policies to manage the seamless transition away from these applications.

\*The Legislature passed Assembly Bill 2061 regarding electric vehicle charging, which requires the CEC to:

- Develop uptime record keeping and reporting standards in coordination with the California Public Utilities Commission, and

- Assess the uptime of charging station infrastructure biennially starting Jan 1, 2025.

This law authorizes CEC to establish regulations to collect data remotely through a network connection to chargers, identify charger status and error codes on a specified time interval and identify the total number of charge attempts and failed charge attempts.

This law has required CEC to develop hourly and semiannual charger data reporting specifications and data collection IT solutions.

The Legislature has appropriated nearly \$4.4 billion in one-time state and federal funds to CEC to support grant programs and electricity reliability incentives to support California's transition to a clean energy future. This funding is spread across more than a dozen programs, with each program presenting its own IT challenges.

In short - the expansion of CEC's mission and increased CEC activities have resulted in a corresponding increase in the demands for increasingly sophisticated IT solutions.

## 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.

The CIO will be critical in establishing, developing, and implementing new policies to develop, deliver, and secure the California Energy Commission's strategic technology architecture, infrastructure, and digital services. Examples of areas in which the CIO will be the principal policy maker are as follows:

### Generative Artificial Intelligence (GenAI):

In alignment with Governor Newsom's Executive Order N-12-23—which calls on State Agencies to drive innovation and accelerate public benefit through the responsible use of Generative AI—the Chief Information Officer (CIO) will lead the development of policies, strategies, and procedures for adopting GenAI across the California Energy Commission's (CEC) technology portfolio.

The CIO will ensure GenAI is used ethically and effectively to improve public services, enhance user experiences, and streamline internal processes, all while supporting the CEC's mission. As part of this effort, the CIO will establish an AI ethics policy that sets clear standards for the responsible development and deployment of AI and automation technologies. This policy will address key areas, including fairness, transparency, accountability, bias prevention, data privacy, and the explainability of AI-driven decisions.

Impact: Prevents harm from unintended bias or inequitable outcomes while enabling responsible AI adoption that improves service delivery and administrative efficiency.

### Application Decommissioning

Many of the California Energy Commission's (CEC) applications are nearing end-of-life or lack the capacity to meet the evolving needs of CEC programs. Additionally, several of these applications depend on outdated infrastructure that will soon be unsupported, posing potential security risks due to the unavailability of future security patches.

To address this, the Chief Information Officer (CIO) will serve as the principal policy maker in determining the approach to update these applications and/or managing the transition. They will lead efforts to decommission obsolete or redundant applications while ensuring continued access to the valuable data they contain. This process, known as application rationalization, involves retiring outdated systems without compromising the integrity of historical data.

The CIO will be responsible for:

- Identifying applications that require modernization or replacement,
- Upgrading or replacing packaged applications,
- Consolidating and streamlining the application portfolio,
- Migrating essential data from legacy systems to standardized, secure archives to ensure long-term accessibility.

Impact: This strategic approach will reduce technical debt, enhance security, and improve the efficiency and reliability of CEC's technology environment.

### Energy Data Management and Analytics

CIO will serve as the lead policy authority for energy data management and analytics. This policy area addresses the requirements for collecting, storing, and managing large volumes of energy-related data, as mandated by recent legislation concerning petroleum markets, electric vehicle charging infrastructure, and new state and federal programs. The CIO will ensure that the CEC data systems are secure, resilient, and capable of supporting informed decision-making, while complying with state regulations and transparency standards.

Impact: Effective energy data management is essential to the CEC's mission of building a clean, modern energy system that supports the continued growth of the world's fifth-largest economy. Accurate, timely data will inform statewide policy decisions and support the development of more effective clean energy regulations and programs. This policy will also promote transparency by enabling the public to access real-time energy data and track progress on energy initiatives. By improving how data is collected, analyzed, and shared, the CEC will be better equipped to monitor energy trends, identify emerging issues, and evaluate the impact of its clean energy efforts.

### General Technology Policy Development

The CIO will establish the technology policy, strategy, implementation, and operations of the systems, tools, and services that support the advanced capabilities core to the CEC's mission.

Impact: These initiatives will enhance decision-making across the department and oversight authorities, such as the legislature, by providing accurate and reliable data to support both mandatory and ad hoc reporting, as well as facilitate technological innovations that streamline business processes.

### Technology Infrastructure

The CIO is designated as the principal policy maker in technology infrastructure policy. This specific policy area encompasses the development, implementation, and management of strategies to protect the technology infrastructure and CEC operations. This includes ensuring the security and availability of communications infrastructure (network, voice, and video), compute infrastructure (on-premises and cloud compute and storage), and endpoints (desktops, laptops, tablets, and smartphones).

Impact: As the primary technology advisor, the CIO's responsibilities encompass overseeing hardware, commercial software, and cloud services, with a significant focus on technology lifecycle refresh policies and budget allocation.

### **C. ROLE IN POLICY INFLUENCE (continued)**

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

The CIO holds significant decision-making authority, primarily concentrated on the department's technology landscape, encompassing both operational technology frameworks and security measures. This included steering the strategic technology direction in alignment with federal, state, and departmental policies, ensuring a compliant and efficient operation. The CIO's role will be critical in adopting unbiased, fair, equitable, and responsible GenAI solutions to boost the capabilities and productivity of the CEC's staff.

Further responsibilities involve directing the technology service management functions crucial for business continuity, disaster recovery planning, and incident response management, as well as overseeing IT demand forecasting and capacity planning. The CIO will be responsible for developing and implementing enterprise-wide technology policies, standards, and strategies, making key policy-level decisions on technology adoption that align with CEC's strategic goals. This role also encompasses leadership and management of technical staff, contractors, and vendors, including talent management, budgetary responsibilities, and fostering a department culture of innovation and productivity. Additionally, ensuring strict compliance with legal and regulatory requirements is a significant part of the CIO's role, securing CEC's technology infrastructure across network, voice, video, computing, and mobile devices, which are essential for the department's operations. Through this extensive scope of responsibilities, the CIO is instrumental in shaping CEC's technological future, securing the effective delivery of digital services, and supporting the department's mission.

While the position reports to the Director of the Administrative and Financial Services Division, the decisions made by the CIO are critical to the CEC's mission and can impact funding opportunities, stakeholder and public perception, litigation, and public safety.

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

The Chief Information Officer (CIO) will lead the development and implementation of new IT and data governance policies, while also interpreting and applying existing state-level frameworks. As the California Energy Commission's (CEC) technology needs evolve in response to legislative mandates and shifting energy priorities, the CIO will drive policy initiatives that centralize and optimize data and IT assets, enhance system performance, and improve user experience.

These policies will support innovation across key areas, including enterprise architecture, cybersecurity, data lifecycle management, digital service delivery, cloud infrastructure, and Generative AI.

The CIO will work closely with internal stakeholders, including executive leadership, legal counsel, and technical teams, to develop new technology policies and evaluate the effectiveness of existing ones. Additionally, the CIO will monitor industry trends, emerging technologies, and legal developments to ensure CEC's policies remain relevant and forward-thinking.

In this dual role, the CIO will both guide the department's technology strategy and ensure compliance with applicable laws, regulations, and CEC's strategic goals.