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	2. Department
2019-06-13	Government Operations Agency

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

Office of Digital Innovation (ODI)

4. CEA Position Title

Head of Engineering

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

The Head of Engineering within the Office of Digital Innovation is one of four CEAs who will lead groups of employees in multi-disciplinary teams to collaborate with departments on digital services using design, technology, data and behavioral insights to deliver better services for Californians. ODI focuses on user-centered design and improving public services in California.

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 Head of Engineering will be part of the executive team managing a new organization, and interacting with other state departments as ODI customers.

This position will assist the Head of Talent to recruit and hire engineers, and meet the engineering needs of the ODI team, identify organizational issues and iterate on organizational structures and processes.

The CEA will supervise, coach and mentor the engineers on the Engineering team, and build best practices for how engineers work in a digital services department, assess existing digital services including security standards, and set the standard for how successful digital service products are architect, built, delivered, and maintained. The CEA will define how the team is structured, staffing needs, resourcing, work planning, and resource allocation. This will include helping the team standardize their approach and tools, and provide inspiration, leadership, encouragement, and high quality standards. This CEA will also help them share their work among the team, help them lead multi-disciplinary agile teams and monitor how the team is working and make changes and recommendations for changes.

The Head of Engineering will support engineers in making high level strategic technical decisions and aligning to business objectives. This CEA will inform policy around engineering and training, and iterative, user-centered product development.

Along with the Head of Strategy/Ops/Procurement, Head of Product and Head of Design and User Experience, the Head of Engineering will form strong relationships with partners in departments to help implement ODI strategies, plans and best practices.

The CEA will form strong relationships with California State control agencies to foster strategies, policies and plans that support the mission of ODI.

With the Director and other Deputy Directors, the CEA will be responsible for establishing an inclusive culture of high performance.

This position will be a key policy maker within the department and will help set policy for the strategic direction for digital services in state government with the California Department of Technology, including documenting code, architectural standards, risk management, and will work with departments to set their own digital services policies. It will be a key policy maker within the department, and will have statewide policy responsibility related to digital services across departments. This position will help set policy for the strategic direction for digital services in state government and will work with departments to set their own digital services policies. It will also interpret and implement existing policy related to website Design, Open Data/Open Source and other IT policies.

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: This program is one of the core functions of ODI.

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.

ODI was established in the 2019-20 Budget Act. ODI will enhance the usability and reliability of the state's most important services by using business process improvement and leveraging digital innovation, as appropriate, to transform government services. ODI will take a user-centric approach in reviewing government services and research user needs, how they engage with state programs, and then in response, design or redesign how services are delivered. These reviews would be done by an ODI team that would work with a department to review its service delivery model. This position was approved in a FY19/20 BCP as part of the establishment of this new program.

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.

This position will be a key policy maker within the department and will help set policy for the strategic direction for digital services in state government with the California Department of Technology, including documenting code, architectural standards, risk management, and will work with departments to set their own digital services policies.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CEA will define how the Engineering team is structured, staffing needs, resourcing, work planning, and resource allocation. This position will supervise Engineering Team members and other multi-disciplinary teams, act as mentor and coach, provide consistent, actionable feedback, lead recruiting and selection processes for product positions and participate in budget development by providing detailed justification and persuasive arguments for proposals or initiatives.

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

This position will be a key policy maker within the department, and will have statewide policy responsibility related to digital services across departments. This position will help set policy for the strategic direction for digital services in state government and will work with departments to set their own digital services policies. This position may also interpret and implement existing policy related to website Design, Open Data/Open Source and other IT policies.