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
6/7/2019	Government Operations Agency

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

Office of Digital Innovation

4. CEA Position Title

Head of Strategy/Ops/Procurement - CEA C

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

The Head of Strategy/Operations/Procurement 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

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 Strategy/Operations/Procurement will be responsible for management and supervision of a multidisciplinary team of employees redirected from other state entities on a limited term basis. 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. The CEA will also work with the Director and Chief Deputy Director to develop and communicate a clear vision and strategy for ODI, including the development and execution of business and operational planning.

Along with the Head of Engineering, Head of Product and Head of Design and User Experience, the Head of Strategy/Ops/Procurement 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. Responsible for the planning and execution of procurement activities including procurements conducted on behalf of other departments as part of digital innovation engagements. Procurement activities will involve close coordination with other department procurement teams and/or control agencies such as the Department of Technology and the Department of General Services. The CEA will play a critical role in identifying and working through policy and potentially regulatory roadblocks impeding user-focused digital service delivery. The position will structure the approach to "discovery" for potential ODI engagements, including setting the policy and approach for conducting these diagnostic sprints. Responsible for policy around strategic planning, procurement planning and business operations. They must be able to function as part of cross-disciplinary teams, and be a strong communicator. With the Director and other Deputy Directors, the Head of Product will be responsible for establishing an inclusive culture of iterative, user-focused product development.

In partnership with control agencies, the CEA will be responsible for the formulation and implementation of various policies to support digital innovation in the State of California. The CEA will be responsible for identifying new policies, or changes to existing policies, that are needed to improve how state government applies digital innovative to meet the public's evolving needs and enrich customer experiences. Examples of policy areas for which this CEA will have responsibilities include website design, open data, employee professional development, and procurement policies as they relate to fostering digital innovation in the State of California.

This position will be responsible for coordinating all policy development and implementation activities within the department. The CEA will work with the Head of Engineering, Head of Product and Head of Design and User Experience to set statewide digital innovation related policies. As part of this responsibility, the CEA will author new policy directives, and review and refresh existing policy that resides within the CEA's influence. The CEA will also have the responsibility of interpreting and implementing existing policy that is currently being leveraged and used by the State of California (e.g. website Design, Open Data/Open Source and other IT, HR or procurement 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 and is responsible for forming ODI's mission, strategy, and operational elements that are critical in making government more accessible and intuitive for the people it serves.

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.

This is a brand new office. A part of the 2019-20 Budget Act, the Governor has proposed the establishment of ODI as a new office under GovOps with a mission to change the way California approaches service delivery and technology investments. ODI's unique purpose seeks to deliver better government services to the people of California through a deep understanding of user needs, technology, and design.

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.

In partnership with control agencies, the CEA will be responsible for the formulation and implementation of various policies to support digital innovation in the State of California. The CEA will be responsible for identifying new policies, or changes to existing policies, that are needed to improve how state government applies digital innovative to meet the public's evolving needs and enrich customer experiences. Examples of policy areas for which this CEA will have responsibilities include website design, open data, employee professional development, and procurement policies as they relate to fostering digital innovation in the State of California.

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

The CEA will provide leadership and authorship on statewide strategy and policy as they relate to Digital Innovation initiatives including research and review, ensuring alignment with vision and strategy and driving digital innovation throughout the State of California.

The CEA will work closely with the Governor's Office and the GovOps agency and other partners across state government, to ensure California is moving to prescribed objectives as they relate to civic engagement, civic participation and as better more efficient interaction with the people of California and their government.

The CEA will work closely with the Director and Chief Deputy Director to ensure that ODI's defined strategic and tactical direction is in alignment with the state's digital services and open government framework. The CEA will have a substantial responsibility in ensuring that ODI's strategic goals will be met according.

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

This position will be responsible for coordinating all policy development and implementation activities within the department. The CEA will work with the Head of Engineering, Head of Product and Head of Design and User Experience set statewide digital innovation related policies. As part of this responsibility, the CEA will author new policy directives, and review and refresh existing policy that resides within the CEA's influence. The CEA will also have the responsibility of interpreting and implementing existing policy that is currently being leveraged and used by the State of California (e.g. website Design, Open Data/ Open Source and other IT, HR or procurement policies).