

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

State Controller's Office

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

Information Systems Division

4. CEA Position Title

Chief, Information Systems Division

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

In an effort to support the initiative of the Governor and the California Department of Human Resources in its objective to facilitate Civil Service Reform and to specifically reduce the number of classifications currently existing in State Government, the State Controller's Office respectfully requests the establishment of a Career Executive Assignment category, level B, in lieu of the use of its agency specific classification; Chief, Information Systems Division, SCO; class code 9014.

With general direction provided by the Chief Deputy State Controller of Administration, CEA Level C, this position will plan, organize, direct, establish policies, procedures, and set program initiatives within the Information Systems Division on behalf of the State Controller. As expected for all CEA concepts, this position will develop, modify, and oversee the implementation of policies, long-range goals, work plans, and strategies related to meeting the Information Technology needs of the State Controller and its client groups. It will renders advise to high-level office management and executive leadership regarding areas of impact relating to the six (6) domains of information technology services and technological advancement.

6. Reports to: (Class Title/Level)

Chief Deputy State Controller, Administration, CEA Level C

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 CEA Level B, Chief Information Systems Officer, is responsible for developing, amending, and implementing all Information Technology policies for the State Controller's Office, and as the principle policy maker regarding Information Systems Division issues, it modify existing policies to be consistent with both the State Controller's overall department mission, as well as the Department of Technology's direction. It will develop and implement long-range goals, plans and strategies related to meeting the electronic data processing needs of its client service groups, and as part of this proposal, this position will render advice to senior executive management, and coordinate information technology efforts of the SCO in support of efficient and useful applications of current technological breakthroughs identified as beneficial tools in the discharge of the SCO's responsibilities, which means overseeing technological infrastructure, such as the networks and computer systems in the organization to ensure optimal performance.

This CEA concept will function as a key advisor to administrators responsible for the fiscal integrity of the State of California's program involving large scale computer systems. It will advise the Chief Deputy State Controller, Administrative, of legal issues and developments affecting administration of the Office's statewide electronic data processing programs. In addition, this position will oversee the development of contingency plans and the alignment and delivery of all services and solutions to meet internal information technology and business performance criteria and service level agreements. In terms of information security, the chief will oversee the development, approval, implementation, and execution of the SCO strategic plan or approach to information security and risk mitigation. It will prioritize program that includes vendor risk management and the assessment and treatment of risks that may result from partners, consultants, and other service providers.

It will set goals and objectives by managing the operations of the Information Systems Division's complex data processing systems, which support statewide programs administered by the Office. Represent the State Controller in discussion with senior level executives of client program such as PERS, Lottery, FTB, Health Services, CSU Chancellor's Office for setting achievable goals and areas of compromise. It will partner with the State's Chief Information Officer in all efforts undertaken by the SCO for enterprise-wide system modifications or implementations. Moreover, the Chief, Information Systems Division will establish and monitor safeguards formulated to ensure the State of California's fiscal integrity should disaster recovery become an issue. Oversee the system security and integrity protocols set in place to ensure consistency with the latest technological advancement in information security and integrity. Establish and modify policies designed to ensure operational integrity is sustainable and recoverable in emergencies.

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 program has integrated computer programs to automate a significant portion of the Controller's mandated activities. The Information Systems Division is responsible for providing the support activities required to maintain very complex data processing systems; and for providing accurate, time data to assist senior management toward the accomplishment of the State Controller's goals and objectives. Activities include, but are not limited to system analysis, design, programming, implementation, modification, investigation of new technologies, procurement of hardware and/or software from vendors, acceptance testing of new electronic data processing systems development of ad hoc information services for clients; all of which is critical to meeting the the constitutional responsibilities for the agency, which also ensures accreditation in terms of borrowing authority and the credit rating of the State of California.

In addition, this program will play a critical role in modernizing the SCO's antiquated payroll systems. These legacy systems are supported by the Information System Division staff members under the direction of this proposed C.E.A. category and will be instrumental in the coming years as the SCO revisits its efforts to coordinate the replacement of multiple stand-alone systems designed to capture data critical in effectively administering payroll for over 200,000 state employees.

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.

On the agenda for the April 12, 2016, State Personnel Board meeting, the State Controller's Office was included in the Board item to transition from department specific high level classification by use of foot note 24 and replacing those classifications with CEA category. Furthermore, it met the organizational needs of the California State Controller in her efforts to establish consistency between the leadership of each division within the department.

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 CEA will set or modify policy for SCO's systems which supports on-line users throughout the state for retrieval of information concerning employee personnel, payroll and payment histories for over 200,000 current, and over 500,000 prior state, California State University and Judicial (Superior, Appellate, and Supreme Court Justices) employment history records which numbers well over 2.5 million records. The system is one of the largest networks in California state government.

- The CEA will set policy for all SCO automated systems that are "in production." Major systems include the state's position inventory (control), payroll, personnel, accounting, auditing, tax collections, claims, state budget, etc. These systems impact not only the Office's programs, but those for control agencies such as the Department of Finance, the Governor's Office, Public Employees Retirement System, the Legislature, State Teacher's Retirement System, Franchise Tax Board, Internal Revenue Services and other governmental entities as well as private companies doing business with California.

- The CEA will influence the SCO's systems development efforts and related user policies in the use of the newest technology that require installing new on-line, interactive systems, implementing a new data base management system.

- The CEA will be responsible for developing and implementing all Information Technology related policies for the SCO, as modifications to reflect SCO control functionalities are implemented in the Fi\$cal system is integrated within the SCO's infrastructure.

- The CEA will revisit and modernize policies related to usage and application of new technologies integrated into the SCO workforce and the expectations associated with access (i.e. smartphones, tablets, social media, etc.).

-Develop policies on innovations and emerging technologies and preparing for future business practices in terms of the Controller's Constitutional authority.

-Develop a policy on the application and/or usage of social media platforms usage for business-related messaging.

-Revisit and/or modify policies associated with I.T. Governance.

C. ROLE IN POLICY INFLUENCE (continued)

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

As a key member of the Executive Management Team, this position will function as the Controller's Information Technology visionary, participating in the formulation of departmental goals, policies, and long range plans. The CEA Level B will have the independent authority to make decision to develop office policy related to mainframe computer and interface processing services provided to the Office, other state agencies, California State University campuses, local governments and Boards and financial institutions. These decisions will have direct and significant impact to all program operations and on the ability of the Office to accomplish its mission.

The decisions made by the CEA Level B directly affect the level of support provided to all interdepartmental and statewide programs. For example, this position will make decisions that will be used in the development of policies for determining priorities on the levels of service provided to each major program and for ensuring adequate levels of service.

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

As new technology develops, this position will evaluate the use thereof, within the SCO. The new CEA, Chief, Information Technology Systems, will identify, develop, and oversee the appropriate implementation of all technology, and its potential to help the SCO meet its goals and objectives. The incumbent is expected to conduct needs assessments through subordinate staff and strategically apply and distribute technology in a manner in which fully supports the efficiency and productivity of program areas within the SCO. This position will establish and/or revisit policy language with the intent to safeguard it usage and applicable changes to programs, while ensuring current policy language is consistent and/or updated accordingly. Any existing policy deemed antiquated or obsolete will be appropriately discarded or brought up to current standards and technological expectations.