

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

2025-10-06

2. Department

California Air Resources Board (CARB)

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

Office of Information Services (OIS)

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)

The CIO has full leadership and management responsibility for OIS. The CIO provides oversight, influence, and customer advocacy for the Information Technology (IT) policy for CARB and is responsible for all strategic planning, guidelines development, telecommunication, and projects, and goal setting to ensure an efficient and effective OIS that supports the enterprise-wide operations of CARB's programs. The incumbent has responsibility for providing a framework for making departmental IT decisions, and ensure IT delivers results that programs, customers, and stakeholders value.

6. Reports to: (Class Title/Level)

Deputy Executive Officer of Internal Operations, CEA

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 CARB IT policies and governance 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 CEA acts as CARB's Chief Information Officer. The CIO provides direct oversight of CARB's IT Operations and Support Section, Systems Development and Support Branch, Science and Technology, and Security Operation Center to develop and implement sensitive and complex IT policies and procedures that will establish CARB's IT direction to ensure the direction adheres to statewide technology and security policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, the State's IT Strategic Plan, IT-related Executive Orders, IT-related Budget Letters, IT-related management memos, and other related memoranda.

The CIO oversees the responsible areas, functions, and activities of CARB to ensure they manage and provide ongoing support for expanded information management services, both internal and external; responsible for the full scope of, including the most complex, urgent, and critical IT systems, tools, applications, initiatives, and projects development and implementation by collaborating closely with CARB management and staff to ensure effective deployment and enhancement of CARB's major IT systems and needs.

The CIO provides leadership and management in the development of IT strategic plans and ongoing system and data evaluation, goal setting and establishment of OIS practices; responsible for the development, establishment, and administration of CARB technology and IT security-related policy standards necessary for attainment of CARB's mission, goals, and objectives; provides direct oversight to ensure OIS responsible areas develop long-term goals and strategies of where the department needs to be and how current and available technology can further those strategies.

The CIO represents CARB and CARB positions and issues to State CIO, the California Department of Technology, internal and external stakeholders, control agencies, prepares and approves written correspondence and reports as required, and acts as the assigned back up for the Deputy Executive Officer (DEO) of Internal Operations on all IT functions and activities in coordination with the Administrative Services Division Chief to oversee the procurement of IT products and services for the department.

The CIO serves as the principal advisor to the DEO of Internal Operations on technology and policy decisions affecting CARB's IT policies and governance, projects, and systems; serves as a performance management and IT consultant to the DEO of Internal Operations, evaluating metrics and advocating for cost-effective means to improve organizational wide services.

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 CEA position currently serves as CARB's Chief Information Officer (CIO) who plans, organizes, and directs activities of the information technology (IT) programs of CARB in support of the Board's air quality programs to promote and protect public health as directed by the Legislature and Office of the Governor. The CIO provides leadership and vision in the area of information technology systems and services to CARB and to numerous public and private stakeholders with which CARB interacts.

The CIO provides direct oversight of the IT Operations and Support Section, Systems Development and Support Branch, Science and Technology, and Security Operation Center to develop and implement sensitive and complex IT policies and procedures that will establish CARB's IT direction to ensure the direction adheres to statewide technology and security policy standards, instructions, and guidelines, including the State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, the State's IT Strategic Plan, IT- related Executive Orders, IT-related Budget Letters, IT-related management memos, and other related memoranda.

The CIO oversees the responsible areas, functions, and activities to ensure they manage and provide ongoing support for expanded information management services, both internal and external and is responsible for the full scope of, including the most complex, urgent, and critical, IT systems and tools.

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.

As CARB is tasked with increasingly complex responsibilities and expanding legislative mandates, the IT environment continues to grow and become more complex. This complexity has resulted in an expanding IT project portfolio of over \$133M, which necessitates the need for a Chief Technology Officer (CTO) to drive more complex solutions and ensure these obligations are met efficiently and effectively. The CTO will be critical in establishing, developing, and implementing new policies to develop, deliver, and secure strategic technology architecture, infrastructure, and digital services. Examples of areas which the CTO will be the principal policy maker are as follows: technology infrastructure, cloud adoption and integration, artificial intelligence (AI) and automation, and environmental data management and analytics. This is only a revision of the CEA concept for the CIO so that there is no overlap between these two CEA positions (Chief Information Officer and Chief Technology Officer).

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.

As a member of CARB's Executive Management Team, the Chief Information Officer (CIO) plays a central role in shaping the agency's technological direction and operational integrity. Reporting to the Deputy Executive Officer of Internal Operations, the CIO serves as the principal advisor on all IT-related matters, offering vision, strategic counsel, and technical leadership to ensure that CARB's digital infrastructure aligns with its mission and the broader goals of CalEPA.

Enterprise IT policy development: the CIO leads the creation, review, and implementation of policies that govern the use of information technology across CARB. These policies are not merely procedural—they are strategic instruments that safeguard data, ensure compliance with state and federal mandates, and promote responsible use of technology. The CIO ensures that all IT, information security, and telecommunications personnel, contractors, systems, and assets operate within a unified policy framework that conforms to the CalEPA Enterprise Architecture. This includes overseeing procurement practices for complex systems and ensuring that all technology acquisitions and implementations meet the highest standards of security, efficiency, and compliance.

Enterprise IT strategy: the CIO is responsible for translating CARB's environmental and operational goals into a coherent technology roadmap. This involves portfolio management of departmental IT initiatives, strategic planning, and the submission of key documents such as IT Strategic Plans, Feasibility Study Reports, and Budget Change Proposals. The CIO ensures that every IT investment supports CARB's long-term objectives, whether through modernizing infrastructure, enhancing data capabilities, or improving service delivery. Operational oversight of consolidated IT functions—including project planning, personnel management, and Help Desk operations—ensures that strategy is not just envisioned but executed with precision and accountability.

Enterprise IT governance: the CIO establishes and enforces the structures that guide decision-making, risk management, and performance monitoring. This includes ensuring CARB's adherence to administrative policies issued by the Legislature, the Governor's Office, the California Technology Agency, and other control agencies. Through rigorous governance, the CIO guarantees that CARB's IT operations are transparent, ethical, and aligned with statewide standards. Security administration, consulting, and oversight of IT contracts are all part of this governance framework, reinforcing CARB's commitment to integrity and excellence in public service. In each of these areas—policy, strategy, and governance—the Office of Information Services (OIS), under the CIO's leadership, contributes the highest level of technical expertise, business acumen, and strategic foresight. The CIO's role is not just operational—it is transformational, ensuring that CARB remains a leader in environmental stewardship through the intelligent and ethical use of technology.

C. ROLE IN POLICY INFLUENCE (continued)

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

The CIO functions as a member of CARB's management team and is responsible for developing, reviewing, and recommending IT-related policies and procedures to the Deputy Executive Officer of Internal Operations for consideration by the executive management team. The vision of CARB is to achieve healthful, clean air for all Californians through a partnership approach to air quality management. Similarly, the vision for its IT program is to achieve a well-managed, sustainable IT environment, one that affords CARB employees, its stakeholders and the public the greatest opportunities to communicate and cultivate partnerships and collaborative working relationships in pursuit of CARB's mission. As a regulatory agency, transparency in the decision-making process is paramount. To support this vision, the CIO is responsible for recommending, developing, and implementing statewide IT policies and standards for CARB. The CIO has direct influence on executive level decisions in all areas of IT and serves as an expert advisor to CARB's Chair, Executive Office members, Division Chiefs and other managers. The CIO is directly responsible for all IT activities within CARB and accountable to the Secretary of California Technology for purposes of reporting CARB IT performance. All CARB IT, information security, and telecommunications personnel and all IT contractors, systems, assets, projects, purchases, and contracts are accountable to the CIO, who ensures CARB conformity with the Cal/EPA Enterprise Architecture.

The CIO is responsible for administering department-wide IT projects, such as those related to the Low Carbon Fuels Program and Cap-and-Trade. These programs are heavily dependent on IT functions that must not only ensure proper operation but have the ability to monitor and detect deviations.

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

The CIO plays a strategic leadership role in shaping and executing IT policies that support CARB's environmental mission. This includes developing new policies aligned with legislative mandates and agency goals, interpreting existing state IT governance frameworks, and implementing enterprise-wide strategies for modernization, cybersecurity, and data transparency. The CIO ensures IT initiatives are integrated with CARB's regulatory programs, fosters collaboration across divisions, and establishes performance metrics to drive accountability and innovation in enterprise IT governance.