



Current     Proposed

<b>Classification</b> Exempt	<b>Office/Department</b> Office of Data & Innovation (ODI)
<b>Working Title</b> Assistant Chief Data Officer	<b>Unit/Section</b> CalData
<b>Position Number</b> 374-100-5963-001	<b>Effective Date</b> TBD
<b>Name</b> Vacant	<b>Date Prepared</b>

**General Statement**

As the Assistant Chief Data Officer, you will be responsible for helping to steer and deliver the statewide data strategy. You will shepherd statewide efforts to accelerate and streamline data access, modernize data management and services, and accelerate excellent use of data in decision-making. You will work cross-functionally to support the development of data standards and policy, focused on harmonizing and modernizing data and analytics approaches across the state.

You will act as an advisor to the Chief Data Officer (CDO), providing input and expertise on the long-term data governance roadmap in terms of program and policy needs. Supported by the CDO and data teams, you will develop and shape adoption strategies and resources including practical toolkits and playbooks that support statewide capacity building. Your expertise will be relied upon to inform and support executive order deliverables, such as the deliverables outlined in the Executive Order on the Generative Artificial Intelligence and the Executive Order on Equity.

About you. You understand that crafting a data culture is still mostly art and approach it with humility, compassion, and a sense of wonder. You will thrive in this role if:

- You enjoy solving structural and systematic data problems at scale and find pleasure in tackling multilateral organizational puzzles
- You understand and embrace the art of stakeholder management to reach consensus across divergent interests and contexts
- You recognize the tradeoffs between policy versus training versus capacity building versus direct service versus consulting
- You love learning and adapting across the ever evolving data space



**Essential Functions**

%	Description
40%	<p><b>Prioritize and oversee the creation of statewide data standards, requirements, and best practices.</b></p> <ul style="list-style-type: none"><li>● Advise the CDO on the long-term data governance roadmap in terms of program and policy needs.</li><li>● Steer cross agency working groups to improve data collection, quality, use, or access to data assets and manage key stakeholder relationships.</li><li>● Provide expert guidance and support on policy directives like executive orders or legislation related to data governance and management</li><li>● Help create and develop statewide data standards, policies, and guidelines, including but not limited to data management, evaluation, and analytics.</li><li>● Manage the data policy products roadmap and process for developing data policy products including but not limited to toolkits, guidebooks, and playbooks</li><li>● Help oversee the implementation of statewide data policies, strategic plans, and operating procedures and identify areas for improvement.</li></ul>
30%	<p><b>Develop and oversee adoption strategy for statewide data standards and best practices.</b></p> <ul style="list-style-type: none"><li>● Work with the CalAcademy Manager and other training leadership to ensure that data governance practices are incorporated into existing curriculums and that training programs are effectively evaluated and monitored.</li><li>● Work with the Deputy Director of Advanced Analytics and Evaluation to ensure that data governance practices are incorporated into and championed via data analytics projects.</li><li>● Work with the Deputy Director of Data Services and Engineering to ensure modern data management practices are incorporated into existing services and training programs.</li><li>● Develop communication and outreach strategy and materials to quantify and explain the value of data programs and policies to statewide stakeholders, including data teams as well as executive leadership.</li><li>● Manage ongoing implementation and development of the Interagency Data Exchange Agreement.</li><li>● Oversee the development of measurement and feedback mechanisms for standards, policies, and data programs</li></ul>
20%	<p><b>Steer overall statewide data communities of practice.</b></p> <ul style="list-style-type: none"><li>● Steer data communities of practice by ensuring high level strategy and deliverables are defined and met consistent with the statewide data strategy</li><li>● Manage stakeholder relationships with data management and governance groups across the state and with external partners</li><li>● Oversee communications and outreach for both internal and external communities of practice in collaboration with ODI strategy team</li></ul>
10%	<p><b>Support development of data strategy and provide expert guidance on data management and standards statewide.</b></p> <ul style="list-style-type: none"><li>● Advise the CDO on the long-term data programs roadmap and set annual and quarterly</li></ul>



	<p>priorities and plans for state programs and policies.</p> <ul style="list-style-type: none"> <li>● Advise the CDO on technical trends that may influence the strategic direction</li> <li>● Advise and consult with data teams across the state to establish, enhance, or grow their data management practices consistent with statewide standards and requirements.</li> <li>● Liaison with ODI Deputy Directors to plan and steer our work.</li> </ul>
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**Supervision Received**

The Assistant Chief Data Officer will report to the Statewide Chief Data Officer (Exempt).

**Supervision Exercised**

The Assistant Chief Data Officer will supervise the Senior Data Policy Analyst.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee’s workstation is located in Sacramento, CA or Oakland, CA, and is equipped with standard or ergonomic office equipment. May sit for an extended period using a keyboard and video display terminal. Based on departmental or operational needs, the employee may have a teleworking option. Occasional travel may be required to attend meetings in Sacramento, offsite, conferences, and/or training classes. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined at ODI’s sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \*(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>



State of California • Government Operations Agency

## Office of Data & Innovation

401 I Street Suite 200, Sacramento, California 95814

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date