



# Office of Data & Innovation

Current     Proposed

<b>Classification</b> Deputy Director, Data Operations Strategy	<b>Office/Department</b> Office of Data & Innovation
<b>Working Title</b> Deputy Director, Data Operations Strategy	<b>Unit/Section</b> CalData
<b>Position Number</b> 418-100-7916-001	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 7/24/2024

## General Statement

Under administrative direction from the Statewide Chief Data Officer (Exempt), the Deputy Director of Data Operations Strategy will lead a team of data and analytics engineering professionals to steer the strategic approach to improving data operations in departments statewide. This includes but is not limited to developing and delivering services that help departments adopt analytics engineering practices and modern data infrastructure, developing strategic relationships across the State around data and analytics engineering and architecture, and developing additional strategies to support the overall mission and vision of the team and the Office of Data and Innovation.

The Deputy Director of Data Operations Strategy advises the Statewide Chief Data Officer on emerging technologies in data processing, storage, and use including but not limited to cloud data warehouses, data interchange formats and open standards, open source data frameworks, governance solutions, AI and GenAI solutions. Additionally, this role works with ODI teams and the Statewide Chief Data Officer to ensure we have the right staffing and support to deliver on the goals of the team and to align to the organization’s strategic priorities.

## Essential Functions

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40%	<p><b>Develop and implement the strategic direction for improving data operations statewide</b></p> <ul style="list-style-type: none"> <li>● Working with the Statewide Chief Data Officer, develop the direction and roadmap for the team in alignment with the Statewide Data Strategy and the ODI strategy</li> <li>● Develop and maintain relationships with other State leaders to help advance modern data operations in state departments</li> <li>● Collaborate with the Assistant Chief Data Officer and Statewide Data Programs Manager on identifying needs and gaps in departments and prioritizing development of relevant resources to address those gaps like playbooks, toolkits, or courses</li> <li>● In collaboration with the Assistant CDO and CDO, serve as a key executive champion and help identify ways to promote the adoption of tools and practices for data operations across departments in the state of California</li> <li>● Collaborate with the Assistant Chief Data Officer on developing standards and associated guides, toolkits, and decision aids for adopting modular data platforms and analytics engineering practices</li> <li>● Liaison with external data engineering leaders within and outside the state to shape their policies and approaches to meet their needs</li> <li>● Work with the team to develop strategies for client acquisition and engagement</li> <li>● Work with the team to define performance measures and tracking metrics for services, programs, and projects as needed</li> <li>● Advise the Chief Data Officer on the long-term data services roadmap in terms of platform and tooling needs, and broader capacity building strategies designed to accelerate adoption of the modern data stack</li> <li>● Provide expert guidance and consulting with leadership across the state to establish, enhance, or grow their analytic efforts consistent with statewide standards, requirements, and modern data practices</li> </ul>
40%	<p><b>Oversee ongoing development of data services and data platforms to ensure that data is available as a service via open data, apis, and warehouses to our teammates and partners</b></p> <ul style="list-style-type: none"> <li>● Set the framework and prioritize resources for the continuous evaluation and assessment of new tools and technologies to support data engineering services and platforms</li> <li>● Ensure the team builds products and services that provide secure and reliable data as a service to meet various needs for digital, analytics, and data projects</li> <li>● Provide hands-on technical leadership to guide and mentor team in building scalable data services and platforms</li> </ul>

	<ul style="list-style-type: none"> <li>● Liaison with ODI’s software engineering team and IT-operations to ensure data services and platforms meet their needs and requirements</li> <li>● Build and promote an agile development culture</li> <li>● Establish strong security standards and protocols across data platforms and tools to appropriately protect and secure data</li> <li>● Ensure the creation of tools and materials for ODI team members to drive adoption and use of data services and platforms</li> <li>● Ensure self-service components to minimize staff overhead and to optimize adoption speed</li> <li>● Develop strategies with our department clients to ensure successful handoffs for implementation within client departments</li> </ul>
15%	<p><b>Manage data engineering and services team, including planning, budget, and operational needs and as needed manage external contractors and partnerships.</b></p> <ul style="list-style-type: none"> <li>● Build a high performance, high accountability team with high levels of psychological safety and respect for diversity and equity in our state work.</li> <li>● Coach and develop data and analytics engineers and ensure that team members are appropriately engaged and focused on delivering client value with a strong user-centered orientation</li> <li>● Liaison with the Deputy Director of Advanced Analytics and Evaluation and other partner deputies and teams to align and ensure resources are appropriately allocated</li> <li>● Manage contracts and vendor relationships to support the work of the team</li> <li>● Work with ODI operations and CalData division leadership to identify resource needs and to shape budget requests as necessary</li> </ul>

**Marginal Functions**

5%	Perform other staff assignments as appropriate and required.
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**Supervision Received**

The Deputy Director, Data Operations Strategy (Exempt) will report to the Statewide Chief Data Officer (Exempt).

**Supervision Exercised**

The Deputy Director, Data Operations Strategy supervises the Information Technology Manager II, Principal Analytics Engineer (Exempt), Senior Analytics Engineer (Exempt), and Information Technology Specialist III.

## Working Conditions

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation can be located in Sacramento, CA or Oakland, CA, and offices are equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. 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 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.

Employee Signature	Employee Printed Name	Date

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