



Office of Data & Innovation

401 I Street Suite 200, Sacramento, California 95814

Duty Statement

☐ Current ☒ Proposed

Item	Position information
Office/Department	Office of Data & Innovation (ODI)
Unit/Section	Strategic Initiatives
Classification	Chief Strategist
Working title	Chief Strategist
Position number	418-100-9452-001
Prepared date	10/23/2025
Effective date	
Name	Vacant

General Statement

Under the general direction of the Chief Deputy Director, the incumbent acts as the Chief Strategist for ODI, providing leadership in executive stakeholder engagement, and driving technology, innovation, policy and strategy work across the organization. The incumbent must have an extensive background and broad knowledge of digital services, data services, innovation, program development, processes, procedures, and policies, and must demonstrate a high degree of initiative, strategic technology planning experience, and independent judgment in providing information in response to various complex digital service needs.

Essential Functions

Percentages	Description
40%	Executive Stakeholder Management <ul style="list-style-type: none">Serve as principal advisor to the Chief Deputy Director and Director on strategic initiatives, emerging technologies, data and digital services policy, and innovation opportunities.

	<ul style="list-style-type: none"> ● Cultivate and maintain effective relationships with executive-level stakeholders, including the Governor's Office, Legislature, inter-agency partners, boards/commissions, city and county leadership, and selected private sector partners. ● Represent the organization in high-level meetings, hearings, briefings, and external engagements, articulating strategic vision, progress, risks, and outcomes. ● Provide leadership, coordination, and strategic alignment across state agencies, boards, commissions, councils, and, as needed, city and county governments in support of ODI's mission and statewide priorities. ● Represent ODI, the Chief Deputy Director, and the Director in discussions with control agencies, the Governor's Office, Legislature, department directors, and other senior public and private officials to achieve shared goals and initiatives. ● Appear before the Legislature and other governing bodies to present on the Office's strategic priorities and performance, as required. ● Ensure that ODI's strategic initiatives and policy priorities are effectively communicated and aligned with broader administration goals and statewide
25%	<p>Strategic Technology, Innovation & Policy Leadership</p> <ul style="list-style-type: none"> ● Lead the development of a forward-looking strategic roadmap for technology, data, and digital service delivery that increases value and responds directly to the needs of Californians. ● Identify innovation opportunities, emerging trends, and new technologies across public and private sectors. ● Assess their impact and feasibility, translating insights into actionable strategic initiatives that advance equitable, accessible, and efficient government services. ● Advise the Chief Deputy Director and Director in the formulation of statewide digital and data service delivery policy. ● Oversee development and coordination of policy frameworks, standards and governance practices to ensure consistent, scalable, secure, user-centric digital services and data capabilities. ● Foster partnerships with civic tech and industry experts that accelerate the adoption of innovation solutions and best practices in digital government.
25%	<p>Planning, Execution & Performance Oversight</p> <ul style="list-style-type: none"> ● Lead the translation of strategic goals into measurable initiatives by defining clear objectives, key results, milestones, resource requirements, and success metrics. ● Monitor progress, evaluate outcomes, assess risks, and drive corrective actions to ensure alignment across multiple portfolios and programs. ● Collaborate with internal teams — including digital services, data, procurement, and training — as well as external partners such as departments, agencies, and vendors, to ensure seamless delivery of strategic initiatives and statewide consistency in execution.

	<ul style="list-style-type: none"> ● Coach and mentor senior leaders and project leads to strengthen strategic thinking, innovation, and governance capabilities, fostering a culture of continuous improvement in digital and data service delivery. ● Anticipate and manage strategic risks — including technological, regulatory, policy, and reputational — associated with large-scale innovation efforts. ● Establish performance management mechanisms to track organizational outcomes and ensure transparency and accountability in results.
10%	<ul style="list-style-type: none"> ● Apply principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting and project management, and perform other staff assignments as appropriate and required

Supervision Received

The Chief Strategist will report to the Chief Deputy Director.

Supervision Exercised

None

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 and/or Oakland, 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, work can be performed remotely under the departmental Telework Policy. 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 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
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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
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