

**CLASS TITLE: CHIEF OF INFORMATION TECHNOLOGY I**

**Class Code: 02797002**  
**Pay Grade: 51A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Division of Information Technology (DoIT) and on an enterprise-wide basis, to collaborate with all Executive branch agencies and multiple stakeholders (including vendors) to lead, drive, develop and oversee all implementation, operation, transformation, delivery, and technical realization of a major information technology function such as Enterprise Architecture, Vendor Management or IT Security; within the Enterprise Architecture unit, to be responsible for enterprise architecture strategy and leading the emerging technology and collaboration organizations; within the Vendor Management unit, to collaborate with agency directors and department teams to plan, organize and direct information technology vendor strategy, evaluation, selection, management, and governance; within the IT Security unit, to oversee and direct security programs and security efforts within state government, to provide vision and leadership for developing and supporting security initiatives, and to oversee all phases of information security incident response for the enterprise including planning, establishing, and maintaining an information risk management program to ensure that information assets are adequately protected; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the director of information technology (Chief Digital Officer/Chief Information Officer) with considerable latitude for the exercise of initiative and independent judgment. Work is subject to review through consultation and written reports for satisfactory performance and conformance to established policies, procedures, rules and regulations.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a professional, technical, and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Division of Information Technology (DoIT) and on an enterprise-wide basis, to collaborate with all Executive branch agencies and multiple stakeholders (including vendors) to lead, drive, develop and oversee all implementation, operation, transformation, delivery, and technical realization of a major information technology function such as Enterprise Architecture, Vendor Management or Security.

**For Enterprise Architecture:**

To be responsible for enterprise architecture strategy and leading the emerging technology and collaboration organizations.

To build bridges between business development and strategy, innovation stations, functional experts, and the overall technology organization as it relates to the deployment of emerging technologies.

To build and communicate the agency enterprise technology vision in conjunction with strategy and overall technology organization.

To set the enterprise technology and architectural standards, blueprints and roadmaps to support the State's strategic information technology direction; to coordinate and integrate applications, infrastructure, data and processes to facilitate and support the improvement of the State's technology and resources.

To guide, advocate, and support the enterprise business and IT strategies through the development of long-range strategic technology roadmaps.

To lead application rationalization strategy.

To lead tiering of applications.

To serve as a key conduit for business and IT teams to evolve the enterprise architecture (EA) function.

To develop and maintain processes and services designed to maintain ongoing alignment with overall DoIT goals and strategies.

To lead the enterprise architecture processes and oversee the construction and communication of agency enterprise technologies.

To identify and analyze enterprise business objectives and drivers to derive enterprise business, information, technical and solution architecture requirements.

To be accountable for defining the standards and processes for quantifying IT-enabled business solutions.

To analyze external IT influences such as new technologies, desired changes in technology standards, changes in strategic direction and regulatory requirements to determine their potential impacts on the enterprise and IT operations.

To do related work as required.

**For IT Vendor Management, Contracts & Strategic Sourcing:**

To collaborate with agency directors and department teams to plan, organize and direct information technology vendor strategy, evaluation, selection, management, and governance.

To lead contract consultation and negotiation services including contract reviews, analysis, negotiation and contract lifecycle management for IT products and services.

To lead the technical purchasing function.

To lead a team of IT vendor and contracts, managers and purchasing analysts.

To lead the IT Vendor Management and Contracts team ensuring proactive processing of contracts and active governance across the vendor pool.

To manage the contract consultation and negotiation services including contract reviews, analysis, negotiation and contract lifecycle management for IT products and services.

To deliver structured and managed contract processes including determining needs, assisting in vendor selection, issuing and evaluating RFP's, analyzing risk, and negotiating and executing agreements benefiting the State through the life of the contract.

To direct, negotiate and administer contracts covering IT/Business areas with emphasis in software, hardware, processing, consulting, and related agreements.

To develop RFI and RFP documentation and work with end-users in vendor selection.

To ensure contractual obligations from vendors are being fulfilled and that contractual obligations are aligned to business goals.

To track, manage and oversee all IT vendor contracts.

To manage the portfolio of vendor relationships and all IT assets.

To implement a formal vendor evaluation process to be used statewide.

To work with end-users to evaluate each IT vendor and determine if continuing relationships is in the best interest of the State, and to lead the contract renewal process as appropriate.

To be responsible for improving and maintaining positive supplier relationships and performance by negotiating favorable terms and conditions related to pricing, service level standards and business unit requirements.

To do related work as required.

**For Information Technology Security:**

To oversee and direct security programs and security efforts within state government.

To provide vision and leadership for developing and supporting security initiatives.

To oversee all phases of information security incident response for the enterprise including planning, establishing, and maintaining an information risk management program to ensure that information assets are adequately protected.

To oversee a variety of IT-related risk management activities including system/service audits, policy development and standards development.

To participate as a member of the senior management team to develop long term strategies and organizational governance, and to creatively and independently provide resolution to security problems in a cost-effective manner.

To develop and communicate security strategies and plans to executive team, staff, partners, customers, and stakeholders and to collaborate with IT leaders, privacy officer, and human resources to ensure security and privacy policies are met.

To assist with the design and implementation of disaster recovery and business continuity plans, procedures, audits, and enhancements.

To develop, implement, and maintain policies, procedures, and associated plans to mitigate risk in the state's information security posture.

To manage a team of IT security professionals.

To ensure appropriate monitoring and protection of information assets so the state maintains compliance with policies, standards, laws and regulations including developing key security metrics to demonstrate compliance.

To oversee and be the champion of security awareness and training within state government.

Works closely with all stakeholders to secure information and to secure assets processing or storing that information.

Works closely with business managers, legal counsel, law enforcement, and state leaders to understand business requirements, security goals and strategies related to security and regulatory compliance, and to map those requirements to current security projects.

To manage information security incidents within state government, and to direct operations security for enterprise and shared services.

To manage appropriate budgeting for operational and strategic security operations, and to ensure that technical systems adhere to all applicable laws and regulations.

To recommend and implement changes in security policies and practices in accordance with changes in applicable statutes, laws and regulations.

To promote and oversee strategic security relationships between internal resources and external entities, including government, vendors, and partner organizations.

To stay informed on trends and issues in the security industry, including current and emerging technologies and prices, and to advise, counsel, and educate executive and management teams on the impact of these trends.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, and procedures involved in one of the specialty areas above; the ability to apply such knowledge in the overall planning, organization, direction, coordination, and administration of associated management and support functions; knowledge of the organization and functions of government including the ability to establish and maintain effective work relations with all state officials; demonstrated ability as a good manager with strong project management skills in creating and managing project plans, including budgeting and resource allocation; the ability to develop and foster high-quality relationships with all levels of the enterprise; the ability to set and manage priorities judiciously; strong negotiating skills; the ability to communicate complex ideas both verbally and in writing; strong self-motivation, direction, and service orientation; the ability to present ideas in business-friendly and user-friendly language; the ability to lead complex business opportunities to fruition through creation and implementation of enterprise business/technology roadmaps; the ability to successfully design and adopt enterprise-wide architectural

standards; the ability to motivate in a team-oriented, collaborative environment; the ability to apply IT skills in solving business problems; the ability to provide detailed, decisive and goal oriented interventions required to meet and exceed objectives; the ability to plan, supervise, direct, and review the work of a professional, technical and clerical staff; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's degree with specialization in Computer Science, Information Technology, Engineering, Business Administration or a closely related field; and

Experience: Such as may have been gained through: Substantial employment in a responsible capacity at the senior/executive leadership level including at least ten (10) years of demonstrable experience in the IT functional area assigned to the position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 24, 2017