

Executive Director

California's Office of Cradle-to-Career Data

The State of California is seeking a dynamic and visionary executive to lead California's Office of Cradle-to-Career Data.

About the Cradle-to-Career (C2C) Data System. In 2019, the California Legislature and Governor Newsom provided \$10 million in funding to bring together a diverse group of stakeholders to design California's statewide longitudinal data system. When it is implemented, C2C will provide expansive public access to the most comprehensive data system in the nation, linking existing education, workforce, financial aid, and social service information to address disparities in opportunities and improve outcomes for all communities throughout California. For more information, please see <https://cadatasystem.wested.org/>.

About the role. As the Executive Director of the Office of Cradle-to-Career Data (C2C Office) you will be responsible for data services, community engagement strategies, institutional infrastructure, and the C2C Office team. The goal of C2C is to empower individuals to reach their full potential and foster evidence-based decision-making to help California build a more equitable future. This is a once in a lifetime opportunity to shape the data landscape of California to improve the well-being of our residents.

About you. You are a dynamic and visionary leader with a demonstrated commitment to providing data that advances equity and outcomes for underserved communities. You are excited to lead a data-centric enterprise that produces high-quality information, develops user-friendly tools, forges strong relationships with stakeholders, and partners with diverse populations to ensure data actionability. Your diplomacy and strong interpersonal skills help you collaborate with government officials, data experts, education and social service providers, and the public. You enjoy building a team and high-performance culture from scratch.

You bring at least 5 years of California-specific public education policy knowledge and a background in strategic and equitable leadership. You have supported systems and practitioners through technical assistance and professional development, leading projects focused on improving educational outcomes, data actionability, and equity. You thrive at navigating complex multi-stakeholder environments, ideally in a government or public relations setting.

As the leader of the C2C Office, you will collaborate with the governing and advisory boards and work with other agencies and departments, including data providers. You will work hands on with the governing board to implement its strategic direction and recommendations. You will serve as the primary liaison with representatives from public and private sector education, employment and workforce training, health and human services, data experts, advocacy and community organizations, students and their families, the Legislature, Department of Finance, and the Governor's Office.

Your Responsibilities. You will be responsible for planning, development, implementation, and evaluation of the C2C Office for the effective, efficient, and equitable delivery of its services and

activities. You'll steer seven program areas (Operations, Board Support, Legal, Data Tools and Requests, Data Infrastructure, Public Tools, and Community Engagement) and three boards (Governing Board, Data and Tools Advisory Board, and Community Engagement Advisory Board). Collaboratively, these programs carry out the C2C Office's mission by performing the necessary functions to: develop operational plans; build and maintain secure data systems, procure goods and contracting services; evaluate the functionality of the data system and potential new components; provide exceptional stakeholder communication and assistance; engage diverse communities regarding the purpose, design, and use of the data system; and ensure equity considerations are central to all aspects of the data system. Responsibilities include, but are not limited to:

- **Strategic Development and Implementation:** Oversee the formulation and implementation of policies and procedures in support of the C2C Office's mission, vision, core values and strategic objectives, and in compliance with all governing state and federal laws, rules, and regulations. Maintain oversight, fiscal policy responsibility and decision-making authority for all operations and programs, including, but not limited to: human resources, performance management, payroll and benefits, program support, facilities management, data management and documentation, technology tools, community engagement, security and privacy, strategic and workforce succession planning, and procurement and contract services.
- **Governing Board and Stakeholder Collaboration:** Act as the spokesperson for the C2C Office on all matters with GovOps, the Legislature, federal and state agencies, advisory and governing boards, educational institutions and social service providers, researchers and policy makers, community organizations, and other public and private entities. Advise and make recommendations to the governing board regarding the implementation of C2C and to the Executive Staff on the development of departmental policies and procedures and issues of significant resource impact based on new or revised legislation and emergencies. Lead and participate in workgroups convened to evaluate and make recommendations on issues such as the implementation of new data system features such as, but not limited to: continuity planning, continuous improvement, strategic program planning, community engagement, and resource management.
- **Organizational Management and Development:** Proactively develop, implement, and continuously improve the effective delivery of administrative, technical, and community engagement services. Work to increase the efficiency and effectiveness of C2C's operations, ensure engagement of both data providers and community members, and ensure compliance with all governing state and federal laws, rules, and regulations. Build out the office staff, including outstanding initial hires, and develop a culture of continuous improvement, learning, and service-orientation.

Appointment. The Executive Director position is exempt from civil service and is located in Sacramento, California or must be close enough for regular meetings in Sacramento. The Executive Director is appointed by the Governing Board and serves at its pleasure.

Application. To be considered for this role, please submit your resume and cover letter by October 19, 2021: <https://state-of-california-agency.forms.fm/c2c-exec-director/forms/8839>.