

Duty Statement
Chief Data Officer
Government Operations Agency

Overall Role and Responsibility

The Government Operations Agency (GovOps) Chief Data Officer (CDO) is responsible for promoting the availability and use of data in state government to drive performance improvement. The CDO will have statewide responsibility for the following key initiatives based on data collected in the normal course of state business.

- Lead creation of strategies for using data to improve policies and programs, statewide and at the department level, with a particular focus on connecting siloed data, and using it to drive better outcomes. Guide departments through implementation of their data strategies.
- Champion sharing data openly with the public by partnering with departments to implement existing policy (e.g., Open Data) and drive new initiatives
- Foster statewide data interoperability and accessibility by collaboratively setting standards and supporting departments to achieve them
- Increase awareness of the power of data and build skills across the state workforce to support delivery of new data strategies from setting up data infrastructure to conducting analysis, in partnership with the Departments of Technology and Human Resources

The CDO champions improved program outcomes for Californians through better data management, governance, and quality. The CDO will support and encourage improving data literacy and data analysis skills in the state workforce.

Specific Duties:

- **Policy and Governance – 35 percent:** Develops and implements state-level policies and mandates around data strategies, governance, privacy and confidential state data. Develops and implements strategic plan for data efforts at the state level and communicates it to the Legislature and key stakeholders. Oversees development and dissemination of enterprise data policies and standards, including data sharing, metadata standards, data naming, abbreviations and acronyms.
- **Working with Agencies and Departments – 35 percent:** Works with Agencies and departments to assess departments' data literacy, data analytics and data science capacity to support program needs in collaboration with the Department of Technology and Department of Human Resources. Works with departments and agencies to develop data strategies as well as tools for analysis to create a culture of using data for better decision-making. Develops state-level protocols for and facilitates data sharing agreements for non-public data within government and, separately, with outside parties. Consults with departments on data quality and organizational

readiness for using data to inform performance improvement; helps departments assess and improve data quality through standards and training; helps departments prioritize data set publishing. Facilitates coordination and cooperation between departments and Agencies.

- **Working within Government Operations Agency – 20 percent:** Collaborates on GovOps sustainability, tracking of Lean process re-engineering and innovation efforts in support of the GovOps Secretary's goals. Assists in the formulation of GovOps policy, makes recommendations to the GovOps Secretary and oversees the preparation of issue papers recommending Administration policies and directions in the departments within the GovOps, and reviews department programs for consistency with established policy. Analyzes, summarizes and prepares written reports, including making recommendations on proposals by others.
- **Working in the Civic Arena – 10 percent:** Represents the GovOps and/or Administration in meetings with legislators and staff, independent entities, Constitutional offices and other state departments and interested stakeholders. Works with the State Library on efforts to bring more public awareness about open data and encourage the development of data analysis skills. Works with non-profit organizations, social entrepreneurs, community groups, foundations, universities and private companies to promote innovation and enhance the use, quality and utility of state open data. Provide liaison and coordination with key stakeholders to obtain input and identify concerns for consideration by the GovOps and Administration.

Reporting Relationships:

The Chief Data Officer reports to the GovOps Secretary and Undersecretary.

Significant interaction with:

The Governor's Office, the Legislature and their staff, Department Executives, and other Cabinet-level agencies, the Department of Technology, Office of Digital Innovation, and other stakeholders associated with data, information asset management and procurement issues.