



CHIEF OF INNOVATION AND TECHNOLOGY TRANSPARENCY

DEFINITION

Under administrative direction, plans, organizes, directs, and oversees the operations of the innovation and transparency initiatives within the District Attorney's Office; develops and implements strategic initiatives to enhance technological efficiency, data transparency, and accountability; serves as a primary advisor on innovation and technology matters to the District Attorney and leadership team; ensures compliance with all applicable laws, policies, and ethical standards; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the District Attorney. Exercises direct and indirect supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This single-position classification reports directly to the District Attorney and provides expert guidance on leveraging technology to achieve justice-oriented objectives, implements data-driven decision-making practices, and fosters interdepartmental collaboration. The position focuses on technological innovation and transparency leadership and efforts rather than legal or investigative operations, ensuring strategic improvements in technology and administrative efficiency.

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, manages, and directs the operations, staff, and activities of a division within the District Attorney's Office; division operational areas include, but are not limited to, technology infrastructure and advancements, business process analysis and security.
- Develops and implements the office's strategic goals related to technological advancements, data transparency, and process efficiency.
- Develops and directs the implementation of goals, objectives, work standards, and division policies and procedures.
- Oversees IT operations, including case management systems, data security protocols, and compliance with legal standards.
- Collaborates with other departments and external stakeholders to align technology initiatives with County-wide goals.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Conducts training and mentorship for staff, ensuring technical competence and professional growth.
- Prepares and manages the office's budget related to innovation and technology projects, including grant applications and vendor negotiations.
- Leads, monitors, and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting

relationships; identifies opportunities for improvement; directs the implementation of change management efforts of new technologies and efficient processes.

- Develops policies to ensure ethical use of data and technology, addressing potential biases in algorithms and systems.
- Confers with and serves as a resource to the departmental divisions on the planning, development, and implementation of technology programs which enhance their service delivery and optimize staff efficiencies.
- Responds to difficult and sensitive inquiries and complaints; assists with resolutions and alternative recommendations.
- Provides highly complex staff assistance to the District Attorney; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various committees and agencies.
- Represents the office in meetings with County departments, external agencies, and the public to advocate for transparency and accountability.
- Monitors changes in regulations and technology that affect programs, services, and operations; implements policy and procedural changes after approval and determines priorities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Computer systems configuration, design, and integration, including hardware and software support.
- Expertise in multitasking operating systems, tools, and advanced information technologies like case management platforms.
- Understanding of legal and ethical considerations for technology use, including data privacy compliance.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Race Blind Charging methodologies and automatic redaction technologies.
- Understanding of project management tools and principles like Gantt charts and status reporting.
- Familiarity with process reengineering and workflow improvement techniques.
- Statistical methods for data analysis and presentation.
- Transparency best practices and public sector data-sharing protocols.
- Strategic planning, budget development, and financial oversight.
- Resource allocation, contract negotiation, and grant processes.
- Principles and practices of managing the exposure to risk and security issues in technology systems, and compliance coordination.
- Audit processes and maintaining IT audit trails.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Techniques for fostering technical competence and professional growth.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, manage, direct, and oversee the staff, operations, and services of an assigned division.
- Lead teams to achieve technological goals aligned with justice objectives.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop and implement innovative solutions for technology and transparency improvements.
- Analyze and solve complex technology integration and data problems.
- Conduct needs analysis to determine hardware and software requirements.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, organize, assign, direct, review, and evaluate the work of assigned staff.
- Create clear documentation for system configurations, policies, and procedures.
- Manage change initiatives and ensure successful adoption of new technologies.
- Build consensus to overcome resistance to organizational changes.
- Provide technical guidance on system configurations and process automation.
- Manage vendor relationships and evaluate technical proposals.
- Develop policies for ethical and equitable technology use.
- Act as a liaison for technology-related issues and align goals with County standards.
- Independently organize work, set priorities, allocate resources, and meet critical deadlines while maintaining quality and efficiency.
- Effectively represent the department and the County in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with public; collaborate to enhance transparency.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to a bachelor's degree from an accredited college or university with major coursework in information technology, criminal justice, public administration, or a closely related field;

AND

Six (6) years of progressively responsible experience in information technology, data analysis, or project management, including at least two (2) years in a supervisory or management capacity.

Licenses and Certifications:

Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle; and travel to various sites for meetings or project oversight; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach; must possess the ability to lift, carry, push, and pull materials up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.