



## California Complete Count – Census 2020

### Position Duty Statement

<b>Classification Title</b>	<b>Department</b>
Appointee	California Complete Count, Census 2020
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b>
Chief Deputy Director	Sacramento - Headquarters
<b>Position Number</b>	<b>Effective Date</b>
	May 2019

### SUMMARY

The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$600 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The State of California depends on census data and Federal funds to deliver quality services to its residents. The California Complete Count Committee (CCCC) - Census 2020 Initiative is statewide effort to help achieve a complete and accurate census count in California. The initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Californians to get counted in 2020.

### ABOUT THE ROLE

Working under the direction of the Director, with minimal supervision, the Chief Deputy Director will serve as the chief operating officer of the 2020 Census. The purpose of this role is to support the Director and executive team in the creation and implementation of statewide operations. The Chief Deputy Director will be responsible for providing leadership and direction to the Deputy Directors, and all other staff as necessary.

Duties and Responsibilities include, but are not limited to:

65% With feedback from the Director, create systems to oversee program management, internal communications and accountability, ultimately to execute the activities of the 2020 Census.

Oversee all operations of the statewide effort including, but not limited to: outreach, communications, legislative and administrative processes.

Oversee all human resources related functions, including recruitment and hiring recommendations to the Governor's Office.

Manage and review contracts, procurement, and other required financial reporting to Census from various contractors.

In concert with the Governor's Office, coordinate all state agency partner activities.

20% Full-delegated authority to act on behalf of the Director in their absence, including duties outlined in the Director's Duty Statement.

Assist the Director with coordination of activities with the Governor's Office, Government Operations Agency, the Legislature, federal representatives, local governmental entities, and other key stakeholders.

Assist the Director to provide regular updates, requests for actions, and approvals from the Governor's Office for all Census related activities.

10% Provide leadership and direction for all staff, setting and effective agenda and ensuring performance goals are set and met.

Represent the organization to the public, key stakeholders and partners, as necessary.

5% Other duties as required.

**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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

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