

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM ENTERPRISE INFORMATION SERVICES		POSITION NUMBER (Agency-Unit-Class-Serial) 065-622-1405-002			
DIVISION / UNIT OFFICE OF THE CHIEF INFORMATION OFFICER- IT PROJECT AND PORTFOLIO MANAGEMENT		CLASSIFICATION TITLE INFORMATION TECHNOLOGY MANAGER I			
		WORKING TITLE INFORMATION TECHNOLOGY MANAGER I			
		TIME BASE / TENURE FULL-TIME/PERM	CBID M01	WWG E	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
LOCATION Birkmont Drive, Rancho Cordova		INCUMBENT		EFFECTIVE DATE 4/16/2024	

CDCR'S MISSION and VISION

Vision

We enhance public safety and promote successful community reintegration through education, treatment and active participation in rehabilitative and restorative justice programs.

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology (IT) services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support.

GENERAL STATEMENT

Under the general direction of the Information Technology Manager II for the Office of the Chief Information Officer (OCIO), within Enterprise Information Services (EIS) California Department of Corrections and Rehabilitation (CDCR), the Information Technology Manager I is responsible for driving the strategic direction of EIS through the use of emerging technology and innovation. The incumbent will help set the strategic direction and provide management oversight responsibility while managing strategies, plans, personnel, and budgets through special projects that will drive the department's long term information technology (IT) strategic goals. The position is responsible for planning, organizing, staffing, directing, and controlling resources for IT project portfolio management, managing operations for the Division's application portfolio solution and managing EIS financial resources for program spending. The incumbent is responsible for managing risk within project portfolios. The incumbent is responsible for ensuring departmental compliance with the required departmental and state IT practices for project and budget management.

INFORMATION TECHNOLOGY DOMAINS – PLACE AN "X" ON ALL APPLICABLE DOMAINS

<input checked="" type="checkbox"/>	Business Technology Management		Client Services		Information Security Engineering
<input checked="" type="checkbox"/>	Information Technology Project Management		Software Engineering		System Engineering

% of time performing duties | **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.**

35%	<p>Supervision of Portfolio Reports and Project Activities</p> <ul style="list-style-type: none"> Supervise and direct all activities related to building and maintaining IT Enterprise Portfolio management for the enterprise. Engage with the aligned Product line portfolio managers and architects to build and improve processes for effective support to the product lines. Support ITPMO team to plan, manage product line alignment activities.
-----	--

- Supervise process, documentation, training and related activities in support of Product Line alignment.
- Support and manage staff to leverage the use of Enterprise Architecture tool for Portfolio management and architecture support.
- Act as a liaison between the enterprise portfolios to identify integrated approaches to providing tools, Project Approval Lifecycle activities and information to the Department and control agencies.
- Advise and mentor staff regarding the solutions and tools available for completing related activities, as well as best practices and methodologies for project management.
- Prioritize IT work based on shifting departmental needs.
- Define responsibilities, assign authority, and create staff accountability.
- Provide project management training and support to EIS as needed.
- Supervise staff responsible to coordinate the project schedules on the Project platform and support User administration.
- Coordinate shared IT portfolio management and Vendor Day management activities with the California Correctional Health Care Services (CCHCS).

35%

Financial Management

- Supervise and direct all activities related to the EIS budget.
- Determine program finance capabilities and strategies for optimization of spending.
- Implement measures to promote adherence to budget.
- Provide financial analysis and strategic input to facilitate decisions by management.
- Act as liaison between individual EIS spend plan managers and provide information for departmental resources and control agencies.
- Create and maintain financial reports and data dashboards.
- Implement IT solutions to capture and report on budget information through interface with the Business Information System (BIS) and other software tools.
- Supervise staff responsible for coordination of CDCR IT Budget Change Proposals and all supporting documentation.
- Oversee the coordination of the IT Fair Share process.
- Support and manage IT Organizational Change Management.
- Support the Technology Standard Request process.

20%

Support ITPMO Team Strategy and Process Activities

- Develop compliance strategies, methodologies, and standards to assist managers.
- Train and mentor CDCR staff on best practices in the areas of portfolio management.
- Provide innovation and IT support activities for the Office of the Chief Information Officer (OCIO).

10%

Administrative

- Develop and evaluates assigned staff, including conducting performance appraisals.
- Develop individual development plans addressing in-service and out-service training needs.
- Counsel individual employees on performance related issues and recognizing employee accomplishments.
- Review and approves staff workload, travel itineraries, training requests, attendance reports, etc.
- Conducts staff meeting, shares necessary information and maintains open communication.
- Perform associated administrative work, including budgetary proposals, contract management, special assignments such as response to legislative/public inquiries, director's briefings, agency briefings, etc.
- Participate as a team member in the management of ITPMO team issues, strategic planning, etc., providing technical input related to specifications.
- Serve as a department innovation liaison with the Department of Finance (DOF), Department of General Services (DGS), and Department of Technology, for specific areas of responsibility.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

The consequence of error at the Manager I level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------