

POSITION DUTY STATEMENT

DBO HRO 203 (Rev. 08-13)



EMPLOYEE	CLASS TITLE: Information Technology Manager I	WORKING TITLE: IT Planning Manager	
DIVISION OR UNIT: Executive/ITO	POSITION NUMBER: 410-113-1405-300	COLLECTIVE BARGAINING: M01	MCR: I
EFFECTIVE DATE:	CONFLICT OF INTEREST CATEGORY: 4	PROBATION:	
SALARY:	RANGE: N/A	IMMEDIATE SUPERVISOR (Print) George Gaborek	
WORK SCHEDULE:		DAILY HOURS:	
Mon <input checked="" type="checkbox"/>	Tues <input checked="" type="checkbox"/>	Wed. <input checked="" type="checkbox"/>	Thurs. <input checked="" type="checkbox"/>
		Fri. <input checked="" type="checkbox"/>	
		Start:	8:00 a.m.
		Finish:	5:00 p.m.
1. Supervision Received: Under general direction from the Chief Information Officer (CIO), the Information Technology Manager I in the Planning Management Section, the incumbent serves as the section manager over planning, project, release and contract management staff. The incumbent will serve as a key resource for ITO by evaluating all requests for IT related work (defects, enhancements, projects, new technology, processes, industry IT Standards) and work with IT management to assign, manage and update related tasks. The incumbent will also serve as the co-Chair on the Information Technology Change Advisory Board and serve as a consultant to the CIO on department related IT issues. Works in step with the Enterprise Architect to analyze and evaluate innovative technology initiatives for the department.			
2. Supervision Exercised: Directly supervises 7 professional level staff and 1 technical support staff in Planning Management Section.			
3. Physical Demands: See pages 3 & 4			
4. Job Description: (Percentage of time performing each function)			
<i>Percent of Time</i>	ESSENTIAL FUNCTIONS		
40%	<p>[Business Technology Management; Information Technology Project Management]</p> <p>PLANNING OVERSIGHT</p> <p>Oversees IT project management, business analysis and release management planning. Ensures that the IT Project Portfolio is developed and maintained in alignment with departmental goals and priorities. Serves as the Planning Subject Matter expert for projects and maintenance and operations (M&O) work (defects, enhancements). Oversees and directs the work of ITO Portfolio Manager and obtains and provides updates and reports on IT project health and M&O quarterly releases. Ensures that IT Projects are planned collaboratively with program and IT management. Provides input into the department's IT Strategic Plan and functions as the liaison with the Enterprise Architect as well as executive and senior management in the planning, coordination and communication of the department's IT strategic goals. Oversees the enterprise IT intake processes (projects and service requests). Serves as a co-chair for IT Change Advisory Board and works with executive and senior management as well as IT management to prioritize projects and coordinate the planning and release of system defects and business enhancements.</p>		

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30%	<p>[Business Technology Management; Information Technology Project Management]</p> <p>PROJECT OVERSIGHT</p> <p>Develops standard processes and practices for the Project Management Unit. May serve as the department's project director for medium to large-scale enterprise IT projects. Assigns resources to serve on projects such as project managers and contract specialists to manage cost, schedule, and performance of projects. May serve as a project sponsor or steering committee member on projects. Functions as a liaison between senior management, vendors, project managers, and other information technology professionals to communicate and coordinate strategy, direction, and changes for the department's IT projects, including application development efforts. Communicates, both verbally and in written form, formally and informally, with executive staff, stakeholders, and control agencies. Resolves high level conflicts by making broad decisions or negotiating with affected senior management. Responsible for overseeing FSRs, BCPs, and Contracts related to projects. May be involved in crafting statements of work for contracted services for contracts. May be involved in vendor selection for projects. Reviews and approves project planning documents, budget and procurement documents for submittal to state control agencies.</p>
25%	<p>Business Technology Management</p> <p>IT Contract and Budget Oversight</p> <p>Identifies and develops IT Contract process maturity efforts to increase the efficiency and productivity for the ITO Contract & Procurement workloads. Responsibilities includes; 1.) Analysis & Research of current IT Contract Workloads; 2.) Process Re-Engineering and Enhancements to existing IT Contract processes; and 3.) Standardized Reporting for all IT related contracts and procurements; provides information on IT Costs to DBO and ITO management. Provides routine updates to ITO and Executive Management on process maturity efforts. The incumbent is also responsible to create the annual ITO Spending Forecast to estimate planned IT purchases for the department each year. Works with the CIO, IT Managers, IT Contract Specialists and Financial Management staff to obtain data to complete the spending plan.</p>
<i>Percent of Time</i>	NON-ESSENTIAL FUNCTIONS
5%	Performs other related duties as required.

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.					X
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.					X
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.					X
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.		X			
SITTING: At a computer terminal or desk; conferring with employees.				X	
STANDING:		X			
BALANCING:		X			
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.					X
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.					X
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction from other staff.					X
LIFTING UP TO 10 LBS. OCCASIONALLY:		X			

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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:		X			
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:		X			
FINGERING: Pushing buttons on telephone; typing; copying.					X
REACHING: Answering phones.					X
CARRYING: Distributing mail; reports; stocking supplies.		X			
CLIMBING: stairs		X			
BENDING AT WAIST:		X			
KNEELING:	X				
PUSHING OR PULLING:		X			
HANDLING:		X			
DRIVING:		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.					X
WORKING INDOORS:					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment.					X

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SIGNATURES

Certification of Applicant/Employee

Note – Do not sign certification if you have any concerns regarding your ability to perform the essential functions of this position. Contact the DBO Human Resources Office for additional information.

I certify that I possess essential personal certifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor.

Employee's Signature

Date

Civil Service Title

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title

Position classification approved:

Personnel Analyst's Signature

Date