Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	*CAAL-Skills Program Manager*

NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	283-401-1405-976

OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
CAAL-Skills Program Team	Daniel Rounds

DIVISION:	SUPERVISOR'S CLASSIFICATION:
Policy, Research & Legislation	CEA A, Deputy Director

BRANCH:	REVISION DATE:
California Workforce Development Board	8/24/2020

Duties Based on: ☒ FT   ☐ PT– Fraction _____   ☐ INT   ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment
☐ May be Required to Work in Multiple Locations   ☐ Requires Fingerprinting & Background Check
☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*
☒ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Under the general direction of the Deputy Director of Research, Policy, and Legislation, the CAAL-Skills Program Manager supervises, plans, organizes and directs the activities of the CAAL-Skills team (which includes employees and contract staff); manages the CAAL-Skills operational data store, data warehouse, related systems and associated CAAL-Skills technology; communicates with and actively maintains an exceptional working relationship with organizational leaders and executives from workforce system partner organizations; procures technology and services to maintain the technical environment and support program activities; manages complex software, services and other contracts to ensure the provided software and services are provided in accordance with all agreed upon provisions; ensures that best practices in project and portfolio management are utilized for all CAAL-Skills projects and initiatives; communicates program information and initiative status to program executives and stakeholders; and, is responsible for importing, cleansing, standardizing and preparing (for analysis) data that has been received from data sharing partner organizations.

Percentage of Duties	Essential Functions
30%	For management and supervision, the incumbent: 1. Manages and provides leadership to the CAAL-Skills Team. 2. Establishes the appropriate goals and objectives that aligns with key department and agency initiatives 3. Develops operational plans, according to business priorities and within budget, to accomplish the department and agency's overall vision for the program. 4. Builds relationships with partners and stakeholders. 5. Leads the design, development and implementation of Business Intelligence strategies, frameworks, reporting solutions, dashboards, self-service solutions, data extracts, data governance, and analytics, to meet the needs of CWDB and Agency. 6. Assesses requirements and develops long term strategies for data analysis and reporting. 7. Has the full management responsibility for recruitment, training, development, and retention of staff. 8. Has full management responsiblility for the procurement of technical resources and services. 9. Has full management responsibility for contract and vendor management. 10. Has the responsibility for oversight and management of vendors and contractor staff that are assigned to the team. 11. Establishes and implements performance standards, reporting requirements and expectations. 12. Conducts probationary reviews, annual Individual Development Plans, constructive intervention and corrective and disciplinary actions 13. Provides coaching and mentoring to subordinates to motivate, inspire, empower and encourage development and growth. 14. Prepares and maintains staff development plans. 15. Represents the CWDB in all matters pertaining to the CAAL-Skills Program during internal and external meetings when requested by the Deputy Director. 16. Performs research, analysis and engages with vendor community to gain knowledge and understanding of the industry best practices and standards, tools and technologies.

30%	For operations and change management, the incumbent:
	1. Manages and directs the activities associated with the daily operations of the CAAL-Skills Program.
	2. Oversees and directs staff who are responsible for:
	    a. Data Preparation - importing, cleansing, standardizing and preparing (for analysis) data that has been received from data sharing partners.
	    b. CAAL-Skills Technology and Systems - the operational data store, data warehouse, related systems and associated software, servers, back-ups and associated technology.
	    c. Workforce Metric Dashboard preparation
	    d. Standard, scheduled and ad hoc data analysis, analytics and reporting
	    e. System, process and procedure documentation
	    f. System enhancement and improvement

20%	For project management and planning, the incumbent: 1. Manages people, processes and procedures to accomplish day-to-day project communication management, cost management, human resources management, scope management, risk management, time management, quality management,

	integration management, procurement management, schedule management and product and vendor management.
	2. Implements best practices in project oversight principles, policies, techniques, and methods in order to ensure the successful management and completion of projects and activities according to agreed-upon schedules and quality standards.
	3. Oversees business and technical analysis, system implementations and provides recommendations on 'go/no go' decisions.
	4. Is responsible for tactical and strategic planning efforts to produce business plans, spending plans, training plans and an overall IT strategic plan.
	5. Develops and contributes to Budget Change Proposals (as required) to obtain resources in support of on-going program needs.
	6. Ensures that best practices in project and portfolio management are utilized for all CAAL-Skills projects and initiatives
15%	For communication management, the incumbent: 1. Develops and maintains effective communication and working relationships with staff and executives from the CWDB, Labor and Workforce Development Agency, data sharing and influence partners and other stakeholder organizations. 2. Represents CAAL-Skills (as requested by the Branch Chief and Director) at meetings and conferences. 3. Communicates program information and initiative status to program executives and stakeholders.

Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:

Interaction with Customers:
☐ Required to work in the lobby   ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

Directly – Information Technology Specialist II, Information Technology Specialist I, Information Techology Associate, Technical Architect (Consultant), Data Architect (Consultant)

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:	Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.
Supervisor's Name:

Supervisor's Signature:	Date:

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

☐ Duties meet class specification and allocation guidelines. ☐ Exceptional allocation, STD-625 on file.	PMG Analyst Initials	Date Approved
	KT	9/3/2020

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Click here to enter text.

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file