

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

☐ Current☒ Proposed

RPA NUMBER 19422	DGS OFFICE or CLIENT AGENCY DGS-Enterprise Technology Solutions	
UNIT NAME FI\$Cal Program Support	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday 8:00 a.m.- 5:00 p.m.	POSITION NUMBER 306-600-1406-XXX	CBID M01
CLASS TITLE Information Technology Manager II	WORKING TITLE FI\$Cal Support Manager	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under the administrative direction of the Chief Information Officer, Enterprise Technology Solutions, and in coordination with the Financial Information System for California (FI\$Cal) Project Director, in accordance with the DGS-FI\$Cal Inter-Agency Agreement, within the Business Technology Management domain, the Information Technology Manager II fulfills significant business leadership responsibilities representing a state control agency and is responsible to develop, implement, utilize, and maintain FI\$Cal. This position is responsible for ensuring that the department is prepared and aligned to implement the statewide projects for the Department of General Services' (DGS) program areas of Asset Management (both real estate and fleet) and Procurement. This position will use a unique blend of in-depth knowledge of the FI\$Cal System and an understanding of the State of California's Accounting & Procurement policies and practices to direct a team of staff responsible for resolving the most complex technical and system issues in a timely manner related to FI\$Cal.

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	Oversees the FI\$Cal branch of ETS by identifying and recommending solutions for process improvements and change management concepts related to incident management, problem solving, system configurations and updates, enhancements and software releases and coordinating FI\$Cal project business related activities between the project management teams and DGS stakeholders, in order recommend FI\$Cal business solutions and projects, provide input on key project deliverables, identify, recommend, escalate risks and issues when needed, and to discover concepts and theories for enterprise architecture to ensure that all project business vision, goals, objectives, policies and procedures are identified and deadlines are met, as well as alignment with Information Technology Infrastructure Library (ITIL) and/or best practices .
30%	Serves as the FI\$Cal branch stakeholder in senior and high level meetings within the department and with the FI\$Cal Business Partners by participating in DGS FI\$Cal Governance Board, managing

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	all FI\$Cal system changes, coordinating program requests, and serving as DGS' FI\$Cal Liaison communicating project strategy, benefits, direction, status, and recommendations department-wide utilizing established project management best practices in accordance with established control procedures in order to bridge the executive management team of the FI\$Cal branch and the executive management of DGS to ensure that the ongoing operations of DGS' statewide program areas are successful in order to meet all project objectives.
30%	Directs and Plans the work of a staff of the FI\$Cal branch by evaluating the needs and expectations of the business and communicating and delegating responsibilities of the unit to subordinate supervisors, analyzing complex problems and recommending courses of action to staff in order to meet the mission of the FI\$Cal unit and deliver on unit responsibilities utilizing performance monitoring tools, written and verbal communication, workload assessments, periodic production evaluations, and management best practices to ensure business needs are met and work is completed in accordance with DGS and State policies.
10%	Manages, directs, and develops subordinate supervisors, by communicating program goals and objectives, establishing performance expectations, inputting, reviewing and approving/denying time sheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, DGS policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws and regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Position is part of a distributed team that involves regularly working elsewhere and reporting to the office as needed/required.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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