



Duty Statement

Request for Personnel Action (RPA) Number 2021-01712	Effective Date
Classification Title Information Technology Manager II	Position Number 564-213-1406-001
Working Title Assistant Bureau Director/Enterprise Architect	Bureau and Section Analysis Bureau Enterprise Architecture Office

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Fostering Diversity, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the administrative direction of the Bureau Director (CEA B), the position functions as the Analysis Assistant Bureau Director (BD) in the Technology Services Division. The Assistant BD serves in a senior management role advising the BD on formulating enterprise wide information technology (IT) direction and policies; strategic plans, establishing and meeting strategic goals; formulating and implementing long-range bureau objectives; and, reviewing implementation and conformance of IT programs with organizational policies and objectives. The BD works through subordinate IT Manager I section managers and actively participates in Departmental governance with respect to internal business operations. Adheres to the Department's mission and values and encourages equal employment opportunities. This position provides services which encompass multiple IT domains to include *Business Technology Management, Software Engineering and Project Management*.

Essential Functions

Percentage	Description
45%	Formulating and implementing long-range bureau objectives: The Analysis Assistant BD formulates long-range bureau objectives and advises BD on implementation strategies and policy development related to bureau objectives by bridging strategic intent and practical technical sub-bureau operations, including actively monitoring the budget and project cycles; assessing division and departmental risks and key initiatives; identifying resource requirements; overseeing sub-bureau project efforts; and, anticipating challenges and recommending solutions to complex problems. Collaborates with the BD to establish policies and processes for the Analysis Bureau staff to follow to ensure maximum performance, system availability, IT stability and quality measures are in order to meet FTB's program goals in support of tax administration. Sponsors projects in support of long-range bureau and division objectives and works with enterprise and external stakeholders to ensure that bureau strategic objectives align with enterprise needs. Leads employees to "Bring our Best" each day, monitors performance objectives, ensures effective hiring and personnel management techniques are in place, and supports the department's Equal Employment Opportunity Program objectives.



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Percentage	Description
25%	<p>Sub-bureau oversight: The Analysis Assistant BD oversees critical IT programs that support enterprise operations, including the Enterprise Architecture Office (EAO), The Business Process Improvement (BPI) Section, The Organizational Change Management Office (OCM) and the EDR2 Project Planning and Analysis Section. All activities are conducted at the enterprise level and represent plans and programs for the enterprise. Specific activities include the creation and management of the enterprise architecture artifacts, management of technology projects following California Technology Department policies and requirements, and mentoring other OCM and BPI managers, management of the Software catalog, including setting software standards, managing the system decommission process and documentation of all EDR2 requirements including requirement tracing and documentation. Defines enterprise information needs and processes, and then collaborates with various Bureau Directors across FTB to make sure customer needs and key performance objectives are met. Partners with peer Assistant BDs and Division BDs to identify solutions that meet the needs of customers while maintaining efficiency and effectiveness from an automated systems perspective.</p>
15%	<p>Reviewing IT programs: The Analysis Assistant BD collaborates with the BD to review the efficiency of the Analysis Bureau to identify problems, if any, and to develop appropriate follow-up optimization and remediation strategies as required. Evaluates and analyzes the health of the organization and identifies opportunities to produce improved results and outcomes. Works collaboratively with management across the enterprise to assess operational needs and program improvement opportunities with an emphasis on compliance with relevant laws, rules and regulations, as well as with an eye towards aligning operational performance with FTB's strategic goals and objectives.</p>
10%	<p>Advising BD and FTB Senior Managers: The Analysis Assistant BD is a member of FTB's governance process and senior management team, providing recommendations to the BD and other FTB senior managers including policy recommendations in support of Security Information Management (SIM) and Software Asset Management (SAM) directives. All program work is performed within the framework of the FTB's mission and values with the objectives of optimizing processes, products, services and resources to better serve our customers. In addition, will provide leadership to departmental teams in response to legislative, political and business issues employing knowledge of the departmental strategic goals and understanding of underlying business issues.</p>



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Marginal Functions

Percentage	Description
5%	Oversee the development of performance measures which include costs, revenues and volumes and direct the monitoring and evaluating of these elements in an effort to reduce overhead and increase revenue.

Employee: I confirm that I have read and understand the described duties and functions of this position.

VACANT

Name (Print)	Signature	Date
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Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

White, Marlene@FTB

Name (Print)	Signature	Date
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