DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

716-1406-002

ACTIVE

☒ CURRENT
☐ PROPOSED

1. DIVISION	2. REGION OR BRANCH
Information Systems Division	Enterprise Applications Branch

3. REPORTING UNIT NAME	4. POSITION CITY
Modernization Section	Sacramento

5. CLASSIFICATION TITLE	6. WORKING TITLE
Information Technology Manager II	Deputy Project Director

7. POSITION NUMBER	8. PREVIOUS POSITION NUMBER
716-1406-002	

9. CBID/BARGAINING UNIT	10. WORK WEEK GROUP	11. TENURE	12. TIME BASE
M01	E	Permanent	Full Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? ☒ Yes ☐ No

This position is designated under the Conflict of Interest Code. This 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.

14. CPC ANALYST APPROVAL T. Cortez-Guardado	15. DATE APPROVED 1/13/2021

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under administrative direction of the Assistant Deputy director of the Enterprise Application Branch (EAB), the Information Technology Manager (ITM) II is responsible for the Modernization Section. The ITM II will manage and support the departments modernization projects with updated technology broadly supported by the industry, will develop strategic plans for the department's modernization applications and infrastructure, and will formulate and implement new technology services to meet the future needs of DMV. The Information Technology Manager II will perform duties related to the IT Project Management and Business Technology Management including, but not limited to: Integration Management, Contract Administrations, and IT Strategic Planning.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

35%   **(E)** Provides high-level administrative oversight for highly visible and highly critical modernization projects. Directs and guides the creation of the required technical, administrative and fiscal documents articulating the vision of the department for its modernization projects. Responsible for project procurement, contract management, budgeting and reporting. Provides strategic direction in planning, coordinating, and and controlling the activities of the modernization team. Regulates project adherence to State Information Technology (IT) policies and guidelines, follows DMV's project management plans, and incorporates project management standards, methodologies, and industry best practices. Formulates, analyzes, and makes recommendations on the impact of legislation and plan for its implementation. Provides regular status and reports and briefings to the Deputy Director.

25%   **(E)** Ensures section activities adhere to departmental and State regulations, policies and procedures. Testifies before committees, control agencies, review boards, and/or the legislature. Develops and maintains appropriate fiscal controls and provides recommendations concerning funding and personnel requirements. Oversees and administers contract services from Department of Technology Services to ensure services are delivered in compliance with contract specifications based on departmental needs, and negotiates contract modification as needed. Acts as vendor manager for all consulting contracts in support of the project and departmental objectives. Directs, identifies, quantifies, and mitigates procurement and vendor risks and issues.

20%   **(E)** Communicates with multiple management levels (executive, administrative, etc.) within the division, department, contractor and vendor representatives, State control agency administrators, and the State, Federal, and local government entities. Monitors program goals and project milestones by

facilitating effective communication and feedback among subordinate groups and ensures proper, timely, and accurate distribution of information and/or materials.

10% | **(E)** Facilitates IT strategic planning sessions and workshops. Develops policies and strategic plans to ensure the long-term demands of the department for a trained and fully staffed workforce, by implementing change management techniques, updating recruitment efforts, and succession planning. Directs the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing of major information technology projects to support the department programs and operations.

10% | **(M)** Advises and provides recommendations to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Provides guidance and direction on human resource management and personnel development including hiring, training, and progressive discipline.

18. SUPERVISION RECEIVED

The ITM II works under administrative direction of the Assistant Deputy Director, Career Executive Assignment (CEA) B, of the ISD.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

Through subordinate ITM I's the ITM II, manages state staffing, which includes the classifications of ITS III, ITS II, ITS I, and IT Associate. The ITM II directly supervises highly specialized consultants including technical architecture consultants and technical support consultants. The ITM II also manages and oversees the activities performed by vendor information technology professional staff, which includes their managers, senior architects, senior and staff level developers and analysts as well as testers and other technical support professionals.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in an office setting in a cubicle. Will be sitting and accessing a computer for extended periods of time. Will attend meetings on HQ campus and off campus.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Personnel with responsibilities that include Operations functions, such as patching systems for security and/or performance, will comply with all policies, procedures, and standards for operational effectiveness. Adhere to departmental standards for data back-up, recovery, integrity, control, and management.

22. PERSONAL CONTACTS

Will interact with departmental staff at all levels and contract vendors by phone, email, in person, and mail as needed. Interaction may be general, confidential, sensitive, or informative in nature.