California Department of Food and Agriculture
Office of Information Technology Services
Information Technology Manager II
Duty Statement

014-015-1406-001
Vacant

I.   PROGRAM/POSITION IDENTIFICATION

The Office of Information Technology Services (OITS) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security, and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. OITS is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that OITS provides encompasses the areas of Technology Governance, Application Development Services, Customer Support and Services, IT Infrastructure Operations, Enterprise Architecture, Procurement, and Information Security. OITS provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.

Specifically, OITS provides and oversees all functions pertaining to implementation and maintenance of all information technology (IT) functions, including local and wide area network (LAN and WAN) systems applications, and is responsible for the development, codification, and distribution of all California Department of Food and Agriculture (CDFA) IT policies, standards, practices and procedures. OITS also coordinates and prepares all mandated IT reporting requirements. Additionally, OITS provides leadership for the Information Technology Strategic Initiative and coordinates the review and approval of the most complex and critical IT initiatives and IT procurement requests. The scope of this position encompasses functions or processes from all IT Domains.

Under the administrative direction of the Agency Information Officer (AIO), the Information Technology Manager II (IT Manager II) implements the AIO's vision through planning, organizing, and directing activities associated with the planning, initiation, design, development, and implementation of Office of Information Technology Services (OITS) at CDFA. The incumbent ensures the Agency's IT projects are in alignment with the CDFA business strategic plan. The IT Manager II is responsible for coordinating the activities of multiple critical and highly complex IT functions (such as operating and maintaining CDFA's network and developing applications) as well as overseeing the management of projects being developed by CDFA staff that support California's economy through the protection of plant and animal health. Additionally, the IT Manager II must establish a Project

Management Office to manage and oversee all IT initiatives in a methodical manner, per IT industry standard known as the Project Management Body of Knowledge (PMBOK). It is critical that the incumbent be able to maintain a high level of professionalism, diplomacy, and tact as this position on behalf of the AIO must be able to successfully communicate with individuals in the CDFA as well as the Governor's Office, Legislature, State Agencies, general public, and the private sector. Failure to perform adequately could result in the operations of the CDFA's projects not being implemented by the statutorily imposed deadlines.

As a leader in State government, the incumbent is responsible to develop and inspire their workforce and deliver great results for Californians and CDFA. The incumbent must set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, and solve problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; coach, guide, train, instruct, and develop team members; empower staff through a sense of shared ownership and decision-making; create an open and transparent environment for the exchange of information; foster a team environment through the support and recognition of team members; promote customer service and accountability; motivate loyalty to the Department's mission and commitment to drive continuous improvement for better results. The incumbent must inspire personal credibility through authenticity, confidence, consistency, courage, decisiveness, generosity, honesty, integrity, and judgment.

Classification:	**Information Technology Manager II**
Working Title:	**Chief Information Officer**
Position Number:	**014-015-1406-001**
Division/Branch:	**Executive/Office of Information Technology Services**
Location:	**Sacramento**
Date Prepared:	**March 2021**
Work Hours/Shift:	**Permanent/Fulltime**

II.   **ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS**

A. Essential Functions:

Function #1 – PROJECT MANAGEMENT – 40%

- Oversee the establishment of policies and processes of a Project Management Office in accordance with Project Management Institute's best practices known as the Project Management Body of Knowledge (PMBOK).
- Hire and manage staff to manage CDFA's projects in accordance with PMBOK.
- Manage and direct the Project Management Office that will work with the application development section to manage application development projects for all CDFA programs.

- Develop and monitor enterprise practices, standards, and policies that govern all Application Development Branch functions.
- Maintain and manage project plans using a Project Management tool to ensure projects are managed to the scope, schedule, and budget.
- Assess fiscal needs versus project resources, develop and implement budgetary action to assure effective use of resources and sufficient funding for projects they initiate on behalf of CDFA customers.
- Direct the development of critical project status updates to the Agency Information Officer.
- Meet and confer with management, staff, and clients to identify and provide status on project management support needs such as assisting CDFA business staff with complex project initiation documents such as Budget Change Concepts and Proposals and the project approval process.
- Provide advanced Project Management consultative services to all the CDFA programs on the most complex systems such as pest reporting and animal health outbreaks.
- Monitor and oversee project progress to ensure project critical milestones are met and deliverables meet project objectives and requirements.

Function #2 - INFORMATION TECHNOLOGY MANAGEMENT AND ADMINISTRATION – 40%

- Manage the personnel, resources, and activities of the Application Development Services Section and Infrastructure Support Services Section delivering the necessary IT systems and services.
- Monitor and oversee the CDFA's Information Security Officer's development and implementation of information security policies per the statewide policies (such as the Statewide Information Management Manual Section 5300 et seq.)
- Oversee the management of the Budget, Business Operations, and Contracts Unit to ensure IT contracts are appropriately let and that the annual IT budget is developed and aligned with programs' needs.
- Oversee the design, development, maintenance, and operation of CDFA's private intranet and public website.
- Implement organizational, policy and procedural changes to maximize the use of IT applications resources to deliver quality services.
- Work with the Department of Technology Services, Department of General Services, the Department of Finance, the Department of Personnel Administration, and other control agencies to ensure that state procedures are followed in implementing and supporting information technology projects.

Function #3 - PERFORMANCE MONITORING – 10%

- Review the performance of OITS against established performance metrics.
- Analyze and report on the impact of project management on delivering quality products to customers.

Function #4 - **INFORMATION TECHNOLOGY STRATEGIC PLANNING AND CONSULTING – 5%**

- Participate in the long-term strategic and tactical planning associated with information technology.
- Work with the Agency Information Officer, CDFA executive management, and division representatives in defining CDFA's IT systems and projects.

B. Non-Essential Functions:

Function #1: OTHER DUTIES AS ASSIGNED – 5%

III. WORK ENVIRONMENT

The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard.

The incumbent must be able to give presentations, participate at meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently in order to move or position objects.

Travel to various CDFA facilities and sites throughout the state as needed using various means of transportation systems; overnight stays, and weekend and off-shift work may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

IV. OTHER INFORMATION

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 thirty (30) days of appointment, on an annual basis, and upon vacating the position. The incumbent must complete an Ethics orientation training course within six months of assuming a Form 700 covered position, and every two (2) years thereafter, by December 31 of each numbered year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

V. **EMPLOYEES STATEMENT**

(Initial applicable statement)

_____   I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation[1] and how it applies to essential functions**. I can perform the duties of this job without Reasonable Accommodation.**

   OR

_____   I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation[1] and how it applies to essential functions. **I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.**

Employee Signature[2] Date	Supervisor Signature Date
Print Name	Print Name

---

1 A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.
2 Duties of this position are subject to change and may be revised as needed or required. If/when duties change, you will be provided a revised duty statement to sign.