



Duty Statement

Classification: **Information Technology Manager I**

Position Number: **275-815-1405-007**

HCM#: **1251/ JC-247872**

Branch/Section: **Information Technology Services Branch / Technology Business Management Division / Technology, Information & Business Advancement / Enterprise Analytics & Data Services**

Location: **Sacramento, California**

Effective Date: **March 1, 2021**

Working Title: **Enterprise Analytics & Data Services Manager**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: **Yes** **No**

Information Technology Service Branch (ITSB) provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development staff, business development including business relations, business process improvement and project and portfolio management. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability in support of all of the CalPERS strategic business objectives.

Under general direction of the Technology, Information & Business Advancement, Information Technology Manager II (IT Manager II), the Information Technology Manager I (IT Manager I) will plan, organize, control and lead the Enterprise Analytics & Data Services Unit. The IT Manager's unit delivers data analytics, business intelligence and reports services for the CalPERS organization. The IT Manager I works primarily in the Software Engineering domain.

Essential Functions

- 30% Manages and assists in the development of CalPERS analytics & business intelligence strategies, frameworks and standards to ensure proper delivery of information assets, such as data dashboards, data extracts and data governance/analytics, to meet CalPERS business needs. Establishes the appropriate section goals and objectives to accomplish the CalPERS system wide mission which includes: key projects, initiatives, goals and objectives related to advancing the use of CalPERS data to make business and operational decisions. Prepares budget estimates and guides the development of preliminary and formal budget requests for section projects. Works with all CalPERS business areas and various data governance committees to establish priorities and ensures service levels are meeting expectations.
- 25% Effectively communicates and translates complex technical concepts to all CalPERS business areas and builds strong relations leveraging strong meeting management techniques and disseminating information within Technology, Information & Business Advancement, in addition to all parts of the organization to promote use of IT to enable success of CalPERS business strategies. Provides guidance to team members on projects and ensures that projects are in compliance with CalPERS ITSB direction and Business Intelligence/Data Management Committee decisions regarding the use and standards associated with analytics, business intelligence and reporting. Oversees the administration of CalPERS' analytics & business intelligence environment and coordinates with support teams to ensure analytics, business intelligence and reporting services are operational. Directs on-going tasks associated with data analytics/business intelligence delivery teams, including overseeing vendor selection and consultant/contract management. Serves as advisor to various governance boards and committees. Assists executives, programs managers, business analysts and end-users across all functional areas in identifying long term, strategic and tactical intelligence and analytical needs for CalPERS, defining how that is related to business processes. Ensures the development and

enforcement of standards for meta-data, and the development of procedures and data management policies to ensure the integrity, consistency, accuracy and control of the CalPERS data assets.

- 20% Reviews projects and team members work to ensure alignment with organizational policies, procedures and guidelines, recommending the development of new policies as needed., Develops and maintains a close liaison with operating division and external clients on technical matters, and provides support to various information technology vendors and organizations. Monitors and evaluates performance for staff in the various units within the section. Provides leadership and motivation for staff to sustain high performance. Provides proper recognition for meeting or exceeding expected performance. Controls and works with operating divisions and external clients to establish Service Level Agreements and project priorities. Provides adequate direction to ensure that service is timely, of high quality, and monitors service levels and project progress by measuring the effectiveness. Reviews changes to Service Level Agreements and project plans on an on-going basis in meeting Service Level Agreements and project milestones and makes any changes deemed necessary.
- 15% Responsible for recruiting, hiring, developing and retaining a competent professional staff that ensures an adequate level of specialized technical expertise to support current and future CalPERS information technology needs. Ensures that staff receives baseline training in technology, client support, analytical and interpersonal skills. Responsible for obtaining resources, internal and external, to augment resource demands and provide specialized expertise as needed.

Marginal Functions

10% Participates as needed in special ad-hoc committees and projects. Functions as part of the Enterprise Data Management team. Performs special assignments as required.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Leadership Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**