



## Duty Statement

|   |   |                                       |
|---|---|---------------------------------------|
| Division  | Classification                          | Position Number                       |
| Administrative Services   | Information Technology Manager I        | 549-073-1405-001                      |
| District/HQ Section   | Working Title                           | CBID                                  |
| Information Technology  | IT Projects & Procurement Section Chief | M01                                   |
| Sector/HQ Unit  | Reporting Location                      | Incumbent                             |
| IT Projects & Procurement   | Headquarters in Sacramento, CA          |                                       |
| State Housing (only check if State Housing is required)   |   | Immediate Supervisor (Classification) |
| <input type="checkbox"/> Required   |   | CEA                                   |
| <b>Position Description</b>   |   |                                       |
| <p>Under the general direction of the Chief Information Officer (CIO), Deputy Director of the Information Technology Services Division (ITSD), the Information Technology Manager I (ITM I) serves as the Information Technology Projects and Procurement Branch Chief within the ITSD. The ITM I is responsible for ensuring that adequate IT support is available to all departmental programs and provides leadership to the Department's highly complex technical projects. The incumbent ensures departmental IT practices and procedures comply with State IT policies. The ITM I pragmatically leverages the latest technologies to provide a cost-effective delivery of ITSD's technology capability to departmental business programs. The ITM I also serves as the Technical Manager for all Enterprise IT projects within the Department of Parks and Recreation (DPR). The ITM I will serve as an enterprise-wide liaison with management and direct a matrix organization of technical and business subject matter experts to develop and lead engineering efforts for all enterprise Information Technology initiatives. The ITM I will oversee the Project/Portfolio Management Office (PMO) that guides enterprise projects through the process of business analysis, project proposal initiation, and guide large enterprise project proposals through the State's Project Approval Lifecycle. (PAL). The ITM I will also be responsible for facilitating and managing the Information Technology Governance Committee (ITGC) meetings and program. The ITM I formulates, recommends and implements department wide policies that have significant impact on all business programs. The ITM I works cooperatively with the California Natural Resources Agency (CNRA) and The Department of Parks and Recreation (DPR) business owners and process users to deliver the Department's Technology strategic vision. The ITM I has full management responsibility for the following sections of the ITSD:</p> <ul style="list-style-type: none"> <li>• Administrative Services (purchasing, contracts, budgeting, mobile telecom, &amp; inventory)</li> <li>• Applications Development and Support</li> <li>• Project Management/Portfolio Management Office (PMO)</li> <li>• Data Analytics and Business Intelligence Program</li> </ul> <p>The ITM I plans, organizes, and directs the formulation, administration, of the ITSD Data Analytics and Business Intelligence Program, including department participation in the CNRA Open Data initiative (Portal). This position acts as a member of the Deputy Director's key staff and participates in development and evaluation of Departmental policy. The position is also responsible for weekly/bi-weekly/monthly reporting of IT activities such as budget, projects, tasks, major issues, etc.</p> <p>The ITM I provides direct management and leadership of technical and professional staff as well as specialized consultants contracted to assist with major IT project efforts.</p> <p>This position requires strong technical skills and knowledge of application development, the Systems Development Lifecycle (SDLC), Network, Security and cloud technology, with an exceptional commitment to delivery of outstanding quality service to both internal and external customers, a commitment to continuous improvement and the utilization of best practices.</p> <p>This reporting location of this position is the Sacramento Headquarters Building.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination</p> |   |                                       |
| <b>Essential Functions</b>  |   |                                       |



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| %                           | Task  |
|-----------------------------|---|
| <b>40%</b>                  | <p><b>Manage the Applications Development, PMO, IT Procurement and Data Analytics Programs</b></p> <ul style="list-style-type: none"> <li>Formulates and oversees the IT budget for each of the four units.</li> <li>Directly manage the Applications Development Office</li> <li>Directly manage the Project Management Office</li> <li>Directly manage the IT Administrative Services Office (IT Procurements, Contracts Office, Mobile Telecom)</li> <li>Directly manage the Data Analytics Program/Data Warehouse</li> </ul>  |
| <b>30%</b>                  | <p><b>Project Management, Oversight, and Reporting</b></p> <ul style="list-style-type: none"> <li>Develops the Project Charter and Project Organization Chart. Identifies the roles, responsibilities, and relationships of all project team members.</li> <li>Manages the project team in development of a project management plan(s) that defines the project scope, schedule, cost, quality, resource, communication, risk, and procurement needs.</li> <li>Manages project work plans that define the appropriate resources and tasks required to complete the project deliverables within the approved scope, schedule, and cost.</li> <li>Manages the project scope to ensure the business and technical requirements, and project objectives are being met. Manages the project budget to ensure the resources are expended appropriately.</li> <li>Tracks and reports task durations and expenses on a monthly basis.</li> <li>Conducts a post-implementation assessment to determine whether the project met the proposed objectives, was completed within the schedule and cost, and achieved the proposed benefits. Conducts and documents lessons learned. Close out all accounting and contract activities.</li> <li>Provides project management mentorship, implement best practices with regards to project management, and lessons learned.</li> <li>Develop, implement, and monitor innovative customer service and support strategies to meet DPR business needs while complying with State IT policy and guidelines.</li> <li>A thorough, in-depth knowledge of the State procurement methodology/process (IT &amp; Non IT), including but not limited to: Business Analysis, Statewide Project Approval Lifecycle and Requests for Proposal (RFP, RFO, RFI, etc.), and the various reporting requirements required by the California Department of Technology.</li> </ul> |
| <b>20%</b>                  | <p><b>Policy and Administration</b></p> <ul style="list-style-type: none"> <li>Will perform high-level administrative and policy influencing functions effectively. Including reviewing and updating Departmental Notices, Administration Manuals, and Operational Manuals.</li> <li>Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the media, and the legislative and executive branches; analyze complex administrative problems, policies, and procedures, and recommend effective courses of actions; and communicate effectively.</li> <li>Serves in a back-up role as Chief Information Officer overseeing the Information Technology Services Division permanent staff, intermittent staff, consultants, students, and volunteers, as required.</li> </ul>   |
| <b>5%</b>                   | <p><b>Professional Competency</b></p> <ul style="list-style-type: none"> <li>Attend appropriate seminars, conferences, and training to maintain level of professional competency in the information technology field. Keep up to date by reading technology periodicals and e-mail updates.</li> <li>Ability to work in a fast-paced environment with rapidly changing needs and issues.</li> </ul>   |
| <b>Marginal Functions</b>   |   |
| %                           | Task  |
| <b>5%</b>                   | Other job-related duties as assigned and necessary for operational continuity.  |
| Typical Working Conditions: |   |



## Duty Statement

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| Special Requirements   |                        |      |
| None   |                        |      |
| <i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i> |                        |      |
| Supervisor Statement   |                        |      |
| <i>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</i>   |                        |      |
| SUPERVISOR'S NAME (PRINT or TYPE)  | SUPERVISOR'S SIGNATURE | DATE |
|  |                        |      |
| Employee Statement   |                        |      |
| <i>I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>  |                        |      |
| EMPLOYEE'S NAME (PRINT or TYPE)  | EMPLOYEE'S SIGNATURE   | DATE |
|  |                        |      |