

CURRENT  
 PROPOSED

## DUTY STATEMENT

DATE REVISED <b>04/28/2021</b>			
RPA #	POSITION NUMBER (Agency - Unit - Class - Serial) <b>065-620-1405-009</b>	CLASS TITLE <b>INFORMATION TECHNOLOGY MANAGER I</b>	
UNIT <b>STRATEGIC OFFENDER MANAGEMENT SYSTEM</b>		WORKING TITLE <b>SOMS Application Management Services Manager</b>	
LOCATION (GEOGRAPHIC/REPORTING LOCATION) <b>Birkmont Drive, Rancho Cordova</b>			
<b>EMPLOYEE INFORMATION</b>			
EMPLOYEE NAME		DATE APPOINTED	
WORK SCHEDULE <b>Monday through Friday</b>		WORK HOURS <b>8:00 a.m. to 5:00 p.m.</b>	
TENURE <b>PERM</b>	TIMEBASE <b>FULLTIME</b>	CBID <b>M01</b>	WWG <b>E</b>
PROBATION <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A			
<b>VISION, MISSION, AND VALUES STATEMENT</b>			
Enterprise Information Services (EIS) is the catalyst that drives transformation. We enhance safety, enable rehabilitation, and drive operation efficiency. EIS provides a full range of information technology services for the Department that includes Information Security, IT Procurement, Infrastructure, software development, implementation and support. Refer to the <a href="#">Service Catalog</a> for more information on what we do for CDCR and the <a href="#">IT Strategic Plan</a> for our roadmap for the future.			
<b>SUPERVISION EXERCISED:</b>			
This level supervises a number of subordinate staff in the Information Technology Technician, Information Technology Associate, Information Technology Specialist I and/or Information Technology Supervisor II classifications. Provides general administrative direction concerning assignments.			
<b>GENERAL STATEMENT</b>			
Under the general direction of the Information Technology Manager II, SOMS Program Director, Enterprise Information Services (EIS), California Department of Corrections and Rehabilitation (CDCR), the Information Technology Manager I will act as the SOMS Business Development Manager for the Strategic Offender Management System (SOMS) Program and will supervise project leads.			
<b>DESCRIPTION OF DUTIES</b>			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first not to exceed 35%. <i>(Use additional sheet if necessary)</i>		
<b>ESSENTIAL FUNCTIONS</b>			
35%	<b>SOMS Project Management Office</b>		

	<ul style="list-style-type: none"> <li>• Manage the SOMS software development lifecycle activities.</li> <li>• Oversee the SOMS Change Request/Interface Request process.</li> <li>• Oversee the SOMS Data Change Request process.</li> <li>• Manage the SOMS programs' roadmap and scope of software releases.</li> <li>• Monitor and control assignments, initiatives and projects in accordance with established plans/schedules to meet Department and Divisions missions.</li> <li>• Manage and coordinate business analysis activities and workgroups.</li> <li>• Prepare and/or monitor SOMS projects status reports to ensure projects or initiatives are completed according to approved schedules.</li> <li>• Develop, control, direct, and review SOMS project management plans and schedules developed by project leads.</li> <li>• Work with Department stakeholders on the prioritization of software development work.</li> <li>• Manage project resources to achieve the scope within the approved timeframe and budget, including scheduling of work activities, manage issues and risks, and obtain project sponsor and program management support and approvals.</li> <li>• Provide oversight of the SOMS Training plans and content.</li> <li>• Ensure that the Application Lifecycle Management (ALM) tool is maintained and used by the SOMS Application Management Services team.</li> <li>• Lead, attend and participate in regularly scheduled project status meetings.</li> <li>• Research and investigate trends in IT best practices.</li> </ul>						
<b>35%</b>	<p><b>SOMS Program Contract/Budget Management</b></p> <ul style="list-style-type: none"> <li>• Serve as a liaison with the Department of Technology, for SOMS contract management.</li> <li>• Review project authority approval documents, IT Purchasing documents and project funding documents to ensure compliance with standards/requirements.</li> <li>• Oversee the procurement of contract staff based on program needs.</li> <li>• Manage SOMS contracts for resources and software licenses/support.</li> <li>• Manage SOMS software development and maintenance and operations contract.</li> <li>• Issue software development work authorizations and ensure budget availability.</li> <li>• Work closely with the EIS budget analyst to ensure that SOMS budget needs are identified and closely monitored.</li> </ul>						
<b>30%</b>	<p><b>SOMS Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Perform personnel activities such as recruitment, preparation of performance and development reports, and identifying training needs. This also includes that staff obtain job required formal SOMS training in order to adequately support SOMS production systems and make use of technical assignments and mentoring to provide staff with an opportunity to master their skills by making practical use of the training they received.</li> <li>• Develop plans to recruit, train, and retain qualified project development resources.</li> <li>• Work with team to ensure that team members have adequate supplies and equipment.</li> </ul>						
<p><b>VARIETY AND SCOPE OF RESPONSIBILITY</b></p>							
<p>IT Domains Used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Business Technology Management</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Information Technology Project Manager</td> </tr> <tr> <td><input checked="" type="checkbox"/> Client Services</td> <td><input checked="" type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input type="checkbox"/> Information Security Engineering</td> <td><input type="checkbox"/> System Engineering</td> </tr> </table>		<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager	<input checked="" type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering	<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering
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<p><b>COMPLEXITY OF WORK</b></p>							

The incumbent provides leadership to SOMS project teams with assignments in terms of broadly defined projects and supporting program mission and objectives. This includes tracking of project schedules, ensuring specification compliance by contractors, working with SOMS team members and Department staff to identify and develop standard business practices to be integrated into SOMS and compliance with contracting policies and regulations.

Must demonstrate general knowledge of application development lifecycle, issues and principles, general information technology business procedures and practices; knowledge of data processing concepts, practices, methods, and principles, and a global understanding of, and currency with respect to evolving industry trends, practices, and standards; ability to apply this knowledge, and sensitivity to the business perspective of the organization in solving the most complex business problems; interpersonal, communication and leadership skills necessary to serve in this capacity; ability to network and interface effectively with other technical personnel and CDCR's management in securing the resources, expertise, and approvals necessary to support large scale information technology solutions.

The incumbent must be well versed in understanding SOMS strategic direction in order to position CDCR to make effective use of it. In addition, the position requires that the incumbent maintain consistent and regular attendance, operate a personal computer for extended periods, and possess excellent verbal and written communication skills.

#### RESPONSIBILITY FOR DECISIONS AND ACTIONS

At the Manager I level, incumbents are responsible for independent work within business constraints. This level is responsible for the recommendations to executives, decisions for projects, and outputs. This level is also responsible for program, project, and staff decisions and actions.

#### PERSONAL CONTACTS/RELATIONSHIPS

Contact with senior-level and high-level entities in unique situations where it can be difficult to establish the contact and identify goals. Consults with or advises management, administrative or executive staff on the planning, development, implementation, and coordination of IT issues. Frequent contact with vendors to assess new technologies and contractors to provide oversight, negotiate contract modifications, and analyze compliance with contract specifications. Contacts occur in conferences, meetings, hearing, or presentations involving problems or issues of considerable consequence or importance. Contacts typically have diverse goals, or objectives requiring common understanding of the problem and a satisfactory solution by convincing individuals, arriving at a compromise, or developing suitable alternatives. Contacts are to justify, defend, negotiate, or settle matters involving significant or controversial issues.

#### CONSEQUENCE OF ERROR

The consequence of error at the Manager I level may have statewide and enterprise-wide impacts. Consequences include lost funding, project failure, failed business strategy, poor customer service and performance, risk exposure, loss of business continuity, missed business opportunities, and budget implications.

#### SPECIAL REQUIREMENTS

Pursuant to California Code of Regulations, Title 2 Section 172, all employees shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgement, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and state of health, consistent with the ability to perform the assigned duties of the class, Where the position required the driving of an automobile, the employee must have a valid State driver's license, a good driving record, and is expected to drive the car safely.

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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