



**DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT**

716-1406-906

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Enterprise Modernization Project	
3. REPORTING UNIT NAME Modernization Technical Section		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Manager II		6. WORKING TITLE Assistant Project Director	
7. POSITION NUMBER 716-1406-906		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE 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** **7/22/2021**

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 Modernization Project Director, CEA B, the incumbent serves as one of two Assistant Project Directors. The Information Technology Manager II (ITM II) is responsible for the Modernization Technical Section, including the Deliverable Management Group, Enterprise Modernization Architects, and the Data Analytics Group. The ITM II will manage and support the department's modernization projects with updated technology broadly supported by the information technology industry, develop strategic plans for modernizing the department's applications and infrastructure with a cloud first approach. The incumbent will lead efforts to replace, renovate and upgrade existing business applications to ensure the continuity of DMV's business operations. The ITM II will formulate and implement new technology services to meet the future needs of DMV.

The ITM II will perform duties related to IT Project Management and Business Technology Management including, but not limited to: Integration Management, Contract Administration, 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. Provides strategic direction in planning, coordinating and controlling the activities of the modernization project's Technical Section. Directs and guides the creation of required technical, administrative and fiscal documents articulating the department's vision for its modernization projects. Responsible for overseeing and managing the design, development and implementation of environments, architecture, deliverables, and applications for the Modernization Project. Manages and leads the development and implementation of structure for Data Administration, to ensure the data definitions are followed and meet industry standards. Oversees the design and development of new Enterprise Architecture, to ensure overarching business and technical strategies are aligned to industry standards and DMV's strategic direction; Framework, to ensure the framework meets project needs and consistent use of tools and coding standards are followed by vendor contractors and DMV project team members; Deliverable Management, to ensure deliverables follow the standards and expectations set forth by the department; and Environments, to ensure that the environments are configured correctly and documented. Formulates objectives and advises on implementation strategies and policy development by bridging strategic intent and practical technical operations. 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 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

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Services to ensure services are delivered in compliance with contract specifications based on departmental needs. 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 information and materials distribution.
- 10% **(E)** Leads the development of and recommends policies and strategies for DMV's application environment and redevelopment in order to meet the department's strategic goals. Facilitates IT strategic planning sessions and workshops. Develops policies and 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 policy, plan and procedure formulation and interpretation for identifying, evaluating and implementing major information technology projects to support 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 technology alternatives to meet ongoing business requirements. Provides guidance and direction human resource management and personnel development including hiring, training and progressive discipline. Oversees development and planning for staffing.



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18. SUPERVISION RECEIVED

The ITM II reports directly to and operates under the administrative direction of Enterprise Modernization Project Director, CEA B.

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, Manager IV, and Manager III. 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 artificial light and temperature control. Sits in a cubicle, primarily sedentary for extended periods of time. Operates a personal computer, telephone, fax machine, copier and other office equipment. Incumbent gives presentations and participates in meetings, conferences and workshops. Communicates with internal and external customers via e-mail, telephone or in person. Attends meetings on HQ campus and off campus.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Demonstrated experience and technical expertise related to managing large scale IT projects, vendor and contract management, risk management, and change management.

Ability to communicate ideas and information effectively both orally and in writing; provide clear and concise presentations to targeted audiences; as "subject matter expert" on behalf of the Department; effectively perform and direct multiple, high priority projects simultaneously; reason logically and creatively to take appropriate actions; establish and maintain priorities; gain and maintain the confidence and cooperation of others.

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

Interacts and communicates with departmental management, technical staff, control agencies, business users, vendors and external entities by phone, e-mail, in person and mail, as needed to coordinate problem solving and ensure conformity of methods and practices to influence, motivate, persuade, provide oversight and lead individuals or groups. Interactions may be general, confidential, sensitive or informative in nature.