

DUTY STATEMENT

TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)

21-063 **PROPOSED**

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 06/09/21	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Manager I		E. POSITION WORKING TITLE IT Program Management Assistant Chief
F. CURRENT POSITION NUMBER 695-280-1402-005		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-241-1405-xxx
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administration/Acquisition & IT Program Management/Acquisition Services/IT Program Management, Prospect Green (PG) 1		I. SUPERVISOR NAME AND CLASSIFICATION Information Technology Manager II
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) 40 HOURS, M-F, 8:00A - 5:00P		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under the general direction of the Acquisition and IT Program Management (APM) Information Technology Manager II (Chief), the Information Technology Manager I (ITM I) is responsible for the administration, management, and supervision of the IT Program Management Section of the branch, including all contracting activity, the most complex IT contracts and acquisitions. The ITM I will act as the Assistant Chief representing the Department of Technology's APM with other units and meets with management during the acquisition, negotiations and resolution of sensitive issues and complex procurement problems. Formulates and recommends comprehensive policies and procedures regarding the handling of sensitive and critical IT contracts. Specific responsibilities include:</p>
<p>% of time performing duties 60%</p>	<p>Essential Functions</p> <p>Formulate policies and procedures for the review and adoption of policy, procedures, and Division of Administration strategic plans for IT Program Management Section of APM. Participate in the formulation of departmental information technology procurement policy and ensures the policies are communicated to the Department of Technology's Project stakeholders. Provide leadership in developing and maintaining collaborative partnerships between the Department of Technology's Branch and divisions to advance our strategic objectives. Provide policy recommendations and coordinating policies and procedures for development, change, and implementation of new Data Center IT service offerings as well as establishing departmental IT initiatives based on business strategy and direction. Oversee and manage the activities and personnel of the IT Program Management unit and its activities. Ensure compliance with the Department of Technology's delegated purchasing authority including the most highly complex IT bid documents that are politically sensitive and of major technological and/or economic impact to the Department of Technology's and/or its customers.</p> <ul style="list-style-type: none"> • Develop policies and procedures for the acquisition of Department of Technology's internal IT products and services in accordance with State procurement and contracting policies and guidelines such as Government Codes and Regulations, Public Contract Codes, State Administrative Manual, State Contracting Manual, State Information Management Manual (SIMM), Technology Letters (TLs), Purchase Authority Manual (PAM), Management Memos, Executive Orders, etc. and for administering all purchasing and contracting associated with the Department of Technology's delegation procurement program for IT acquisitions. • Oversee the solicitation process, award determination and possible protest for the award of competitive and non-competitive acquisitions for IT and telecommunication

good and services, including leases, rentals, maintenance, and software licenses agreements by reviewing and approving staff work and the various acquisition project activity to ensure fair and ethical procurement and contracting practices.

- Serve as the Department of Technology's Purchasing Authority Contact ensuring all internal policies and procedures meet state mandated requirements under constitution, law, code, and policy.
- Serve as the Department of Technology's Small and Disabled Veteran- Owned Business Enterprise Advocate ensuring the department meets the Governor's mandated participation goals.
- Serve as the Department of Technology's representative on IT committees, teams, etc., which include control agency representatives, cabinet members and other interested departments and the private sector, ensuring technical IT data specified in any aspect of state contracting is clear and comprehensive, enhancing quantity and quality of the solicitation process. This includes, but is not limited to:
 - Software – preparation and negotiation of multi-million-dollar agreements (new and renewals), identifying resellers and obtaining proprietary documentation, understanding the industry, and existing market specific to the product.
 - Hardware – preparation and negotiation of multi-million-dollar orders and upgrades, identifying resellers and obtaining proprietary documentation affecting warranties and maintenance agreements understanding various hardware components, open architecture, and incompatible features.
 - Provide primary technical leadership and expert knowledge for IT contracting practices.
- Provide oversight/input for the Department of Technology's Information Technology Procurement Plans (ITPP) and the information Technology Acquisition Plans (ITAP).
- Oversee Department of Technology's procurement and contract representation on appropriate statewide committees.

35%

Provide project management and coordination of Department of Technology's IT projects in relation to procurement resources and workload for the acquisitions of IT contracts or programs throughout the Acquisition Lifecycle. Provide high-level technical advice to project managers and Department of Technology on a wide variety of complex and sensitive acquisition and procurement issues, including proposed negotiation strategies. Ensure that IT project acquisitions are authorized prior to the release to the vendor community. Direct and implement: 1) activities for purchasing and contracting; 2) IT procurement policies, law, and procedures for IT Project efforts, and 3) programs and policies to ensure the Department of Technology's compliance with State contracting laws and policies, small business and disabled veteran participation goals, and similar requirements.

- Evaluate supervisors' performance in completion of administrative responsibilities; develop and maintain current duty statements to establish performance expectations and other work requirements; complete individual development plans annually, and probationary reports on a timely basis, manage performance management activities including adherence to the State's progressive discipline policy.
- Responsible for the interviewing and hiring of position vacancies for direct reports and oversight of in the hiring practices for indirect subordinates. Ensures hiring practices meet the expectations of legally defensible hires by developing duty statements, screening criteria, and interview questions, interviewing potential applications, reviewing official personnel files, and conducting thorough reference checks.
- Make informed and defensible administrative and personnel decision in accordance with department and state policies, employment related laws, civil services rules, department policies and processes and collative bargaining agreements.
- Advocate team building across units/sections; facilitate cross training and workforce/succession planning; implement motivation techniques; promote training, and a positive climate for change; implement solution-oriented management style that respects, encourages, includes, and promote the interests of subordinate staff.

5% of time performing duties

Marginal Functions

In the absence of the Chief, the ITM I may be required to respond to all issues related to the procurement and contracting operation of Department of Technology's APMB. Develop strategies for dealing with politically sensitive departmental issues; evaluate public and political reactions to various sensitive and controversial programs and policies and provide this input in preparing strategic plans of the branch. Monitors, tracks, and reports issues, impacts, and successes of implementing branch strategic plan. Participate in the development, evaluation and recommendation of department plans to other Department of Technology's divisions. Develops and presents Department of Technology's acquisition strategy for information technology procurements to other divisions.

Work Environment Requirements

- Professional office environment business dress
- Work full-time Monday through Friday
- Must carry a SmartPhone
- May Require periodic off-shift and weekend work
- Local travel to other Department of Technology buildings and customer sites may be required

Allocation Factors

Supervision Received:

Performs the task of this position independently under the general direction of the Chief of APM.

Actions and Consequences:

The ITM I will function with a high degree of independence and requires accurate prioritization skills, excellent organizational skills, excellent communication skills and accurate problem assessment resolutions. The ITM I must be aware of, and able to properly apply, all applicable state regulations as well as other forms of law to each functional area of responsibility.

Poor judgment of a procurement could result in loss of the portion of the departments procurement delegation authority, serious consequences to the IT operating environment, contribution to the failure of the large IT projects or missed deadlines, control agency audit findings or serious negative media attention detrimental to the department and the IT community. The inability to translate technical specifications either verbally or in writing may cause delays in project schedules or purchasing incorrect or incompatible hardware, software, and services.

Personal Contacts:

Contacts are wide-ranging and include staff at all levels of the Department of Technology's, customer department staff at all levels, control agencies and the IT vendor community. The ITM I operate in a professional and discreet manner as confidentiality is critical.

Administrative and Supervisory Responsibilities:

The position is responsible for management functions of the Acquisition Services including the maintenance of effective procurement policies and procedures and hiring and managing performance of subordinate supervisory staff. Ensure supervisors complete their supervisory administrative responsibilities. This position is also an advisor to the Chief of APM and has direct input on a wide range of procurement and operational issues affecting all divisions within the department.

Supervision Exercised:

The ITM I directly supervise the ITMP Information Technology Supervisor II and indirectly supervises the ITMP professional staff. The ITM I will train and develop staff to ensure a high level of technical expertise and completion of daily/monthly workload due dates. This position will be responsible for evaluation employee work performance, keeping staff abreast of changing personnel laws, and interviewing and recruiting for vacant positions within the unit.

Other Information

Desirable Qualifications:

- Must possess management and/or supervisory experience
- IT and Non-IT Procurement and Contract experience
- Knowledge of IT and Non-IT procurement and contracting policies and guidelines such as Government Codes and Regulations, Public Contract Codes, State Administrative Manual, State Contracting Manual, State Information Management Manual, Technology Letters, Purchase Authority Manual, Management memos, Executive Orders
- Broad knowledge of the policy and procurement process for the CDT
- Knowledge of the structure, organization, and function of a variety of technology disciplines, as well as data centers and IT contracting programs
- Strong communication skills and be able to develop and maintain effective, cooperative working relationships
- Strong written and verbal communication skills to effectively communicate on behalf of the CDT
- Ability to adapt easily to changing priorities, plan, and project workload and allocate staff resources to meet work demands

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) Information Technology Manager II	SUPERVISOR SIGNATURE	DATE
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