

DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification Information Technology Supervisor II	Working Title Release Manager						
Employee Name Vacant	Position Number 791-750-1404-001						
Project/Division Name Child Welfare Digital Services	Supervisor's Name Sonoltra Sanchez						
Unit Release Management	Supervisor's Classification Information Technology Manager I						
Physical Work Location 2870 Gateway Oaks Dr. Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction						
Effective Date TBD							
2. REQUIREMENTS OF POSITION							
<p>Check all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%;"><input type="checkbox"/> Requires Fingerprinting & Background Check</td> </tr> <tr> <td><input type="checkbox"/> May be Required to Work in Multiple Locations</td> <td><input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>Telework opportunities may be available for this position based on business need.</p>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input type="checkbox"/> Requires Fingerprinting & Background Check	<input type="checkbox"/> May be Required to Work in Multiple Locations	<input checked="" type="checkbox"/> Other (<i>specify below in Description</i>)		
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3. DUTIES AND RESPONSIBILITIES OF POSITION							
<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 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> <p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Stakeholder Relations Chief (ITM I), the Release Manager (IT Sup II) supports a group of technology teams by overseeing, monitoring, and trouble-shooting the software build and delivery process for the CWDS, from a central vantage point. The Release Manager delivers value by identifying and managing potential risk, communicating with stakeholders, helping remove impediments, and driving continuous improvement of Child Welfare Digital Services (CWDS). The incumbent must be adaptable, detail oriented, innovative, tactful, analytical, and able to understand and respond to clients' needs in a rapidly changing business environment.</p>		<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager	<input type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering	<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering
<input checked="" type="checkbox"/> Business Technology Management	<input checked="" type="checkbox"/> Information Technology Project Manager						
<input type="checkbox"/> Client Services	<input checked="" type="checkbox"/> Software Engineering						
<input type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering						
Percentage of Duties	Essential Functions						
35%	<p>Release Management</p> <p>The Release Manager will focus on release planning, release change control and release readiness in coordination with each relevant functional area to ensure a successful migration among environments and deployments to production.</p> <ul style="list-style-type: none"> Identifies changes and enhancements to be included in a release. Coordinates the migration of a release into production. 						

30%

- Supports Digital Service Teams in development of deployment criteria, tracks residual risks, assesses operational readiness, and conducts go no-go meetings to ensure business and IT readiness for deployment.
- Identifies and communicates dependencies across builds and release packages.
- Follows-up with Digital Service Teams on scope/features deferred from a release.
- Manage and optimize the flow of value through the system releases using various tools and methods to visualize and manage the flow of Features and Capabilities from ideation to analysis, implementation, and release through the Continuous Delivery (CD) Pipeline.
- Track the execution of features and capabilities through agreed-upon measures to evaluate how well CWDS is progressing toward business and technical objectives.

Collaboration, Communication & Reporting

The Release Manager works with the Executive Leadership Team (ELT), Digital Service Teams, Technical Teams, Development Operations (DevOps), Customer Relations, Data Management, Project Management Office, Legacy System and Service Desk to manage the Release Plan, Project Roadmap(s), and Program Increments (PIs).

- Participates in quality reviews and project health checks
- Facilitate system demonstrations to project stakeholders.
- Facilitate the PI planning event attended by Digital Service Teams, executives and other stakeholders.
- Facilitate PI Planning readiness by using the product Vision and Backlogs through Pre- and Post-PI Planning meetings.
- Facilitate synchronization meetings to align Digital Service Teams and other stakeholders.
- Consolidate Team PI Objectives into PI Objectives and publish them for visibility and transparency.
- Provides product status reports and delivery performance metrics to leadership through reports and dashboards aligned to Agile project sprints, Program Increments (PIs), and major milestones.
- Tracks existing metrics and establish new ones to measure the quality of functional releases and the quality and efficiency of the release processes and procedures.

25%

Planning

The Release Manager is responsible for the creation and maintenance of the Release Plan for the migration of software changes between development, testing, and production environments using the Agile Software Development Lifecycle (SDLC).

- Works closely with technology teams to identify capacity of scheduled releases.
- Facilitates cross-program planning to manage dependencies and resolve conflicts.
- Works closely with Digital Service Teams, DevOps and other Stakeholders to create a transparent, repeatable and reliable build/release process for all software development projects.
- Creates clear and concise governance rules for release management.
- Refines and implements the standards, processes, and templates for software release management.
- Facilitate PI decision-making feature and capability estimation with the Digital Service teams and the roll-up to the Epics.
- Contributes to the preservation of software release artifacts.

Percentage of Duties	Marginal Functions
5%	Coach leaders, teams, and Scrum Masters in Agile best practices and methods.
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Intermittent (34-50%)	Sitting: Intermittent (34-50%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: 1-25%
Other: Sit Stand Desk.	
Type of Environment: a. High Rise b. Cubicle	
Interaction with Public: a. Required to assist customers on the phone and in person. b. N/A c. N/A.	

5. SUPERVISION

Supervision Exercised (*e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates*)
 Directly supervises (5) ITS I staff, (1) ITA, and multiple vendors and contractors.

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Vacant

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Sonoltra Sanchez

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

Duties meet class specification and allocation guidelines.

Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- **SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **PROVIDE A COPY TO THE EMPLOYEE**
- **FILE A COPY IN THE SUPERVISOR'S DROP FILE**