

**DUTY STATEMENT**  
**DEPARTMENT OF JUSTICE**  
**CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION**  
**ENTERPRISE SERVICES BUREAU**  
**PROJECT MANAGEMENT & PROCUREMENT BRANCH**  
**IT CONTRACTS & PROCUREMENT SECTION**

**JOB TITLE:** Information Technology Manager I

**POSITION NUMBER:** 420-705-1405-002

**INCUMBENT:** Vacant

**PRIMARY DOMAIN:** Business Technology Management: The management of information technology resources according to an organization's priorities and needs.

**STATEMENT OF DUTIES:** Under the general direction of the California Justice Information Services (CJIS), Enterprise Services Bureau (ESB), Project Management & Procurement Branch (PMPB) Assistant Bureau Director, the Information Technology Manager I (ITM I) is the IT Procurement Official for the Department of Justice (DOJ), designated as the IT Purchasing Authority Contact, as designated by the DOJ Procurement and Contracting Office is responsible for planning, organizing, controlling, and managing the IT Contracts & Procurement Section (ITCPS) operations, initiatives, and all IT acquisitions; including complex and major information technology equipment, systems, services, and supplies through lease, rental or purchase within DOJ delegated purchasing authority. This position will manage directly, or through subordinate managers, procurement and technical specialists in Information Technology Contracts and Procurement Unit and IT Software & Centralized IT Purchase Review Unit. The ITM I will provide a wide variety of leadership, managerial, oversight, representative, consultative, and analytical support related to the planning, budgeting, personnel development and management, and program administration of the ITCPS. The incumbent must develop and maintain communication and working relationships within the ITCPS, CJIS Division, DOJ Divisions, as well as, with external governmental agencies at all levels.

**SUPERVISION RECEIVED:** Under the general direction of the CJIS ESB Assistant Bureau Director.

**SUPERVISION EXERCISED:** The incumbent will directly and indirectly supervise IT Supervisor II, IT Specialist I, IT Associate, IT Technician, and support staff classifications.

**TYPICAL PHYSICAL DEMANDS:** Ability to work at a computer terminal for extended periods and to occasionally lift, carry, and move up to 20 pounds.

**TYPICAL WORKING CONDITIONS:** Modular work station in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

**50% Leadership and ITCPS Management**

- Develop, manage, and direct ITCPS strategies, framework, standards, and policies to ensure proper completion, approvals, and processing of IT acquisitions; including complex acquisitions and major information technology equipment, systems, services, and supplies through lease, rental or purchase.
- Develop, establish, and administer ITCPS policies, procedures, and processes to support and manage IT acquisitions for all DOJ IT projects and IT efforts.
- Develop, implement, and manage IT contract and procurement policies, strategic goals, tactical processes and plans to achieve Departmental and CJIS Division objectives in accordance with organizational missions and strategic goals.
- Prepare and manage ITCPS resource needs plans and justifications for personnel and budget estimates for budget change proposals.
- Develop, implement, and maintain effective communication and working relationships within the program, division, and department, as well as with external governmental agencies at all levels to identify, address, and develop solutions to issues or process improvement needs related to IT contracts and procurements, including attending regular meetings.
- Provide leadership, guidance, direction, and mentorship to managers, procurement and technical specialists. Serve in an IT contracts and procurement consultative capacity to the Chief Information Officer, departmental management and control agencies as required.

**45% ITCPS Team Management and Development**

- Provide, leadership, guidance, direction and oversight to the IT Supervisor II's within the ITCPS. Responsibilities include monitoring and creating policies, processes, and resources related to IT procurement staff development and standards/expectations for maximum efficiency.
- Ensure Supervisors evaluate the program's enterprise performance, identify opportunities for improvement, and serve as a point of contact for issues requiring escalation.
- Ensure all aspects of the ITCPS are in compliance with the Public Contract Code, State and DOJ policies.
- Ensure ITCPS staff are providing exceptional customer service and guidance on IT contracts and procurements policies, processes, and tools to all DOJ programs by establishing and monitoring performance metrics
- Ensure ITCPS Supervisors conduct regular staff evaluation for training needs and develop and/or approve training plans required for the ITCPS functions and responsibilities.
- Establish guidelines and expectations on the recruitment and hiring of procurement and technical professionals
- Monitor schedules, workloads, personnel, and equipment performance to ensure the mission of the unit is met and resources are being fully utilized.
- Conduct performance appraisals and prepare requisite evaluation reports. Make recommendations for staff advancement and Merit Salary Adjustments.
- Take necessary preventive, corrective, and formal disciplinary action and document in accordance with State and Departmental policies, practices, and procedures.

**MARGINAL FUNCTIONS:**

5% Participate in special ad-hoc committees and projects. Perform special assignments and other related duties as required.

*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee Signature

Date

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Supervisor Signature

Date