

**DUTY STATEMENT**  
**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

| <b>PART A</b>  |   |
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| <b>Position No: 830-104-1406-001</b>   | <b>Date:</b>  |
| <b>Class: Information Technology Manager II</b>  | <b>Name:</b>  |
| <p>Under administrative direction of the Agency Information Officer (AIO), this position serves as the Chief Project Officer (CPO) for the agency. This position is responsible for all agency Information Technology (IT) projects, functions, and technologies supported by the Information Services Division (ISD) with focus on achieving strategic business objectives through projects. This position is responsible for:</p> <p>1) Project management oversight of all information technology projects within the department. Oversight responsibilities encompass all project and system life cycle activities including initiation, planning, analysis, design, development, implementation, testing, maintenance, and closing phases; 2) Quality, successful outcome of all California Department of Veterans Affairs (CalVet) projects. Must serve as the Project Director for the most complex efforts; 3) Oversight of all information technology procurements and contracts; 4) Leadership, supervision, mentoring, and guidance of the Information Technology Acquisitions and Projects (ITAP), Application Development and Support (ADS), and Information Security Office (ISO) sections within ISD; 5) Administrative activities, which include managing the ISD budget and ensuring compliance with state reporting requirements; 6) Oversight and guidance of the information security function setting policy for security relative to information technology; 7) Representing CalVet to external agencies regarding project status and inquiries; and 8) Ensuring CalVet is compliant with all policies set forth in the State Administrative Manual (SAM) and the State Information Management Manual (SIMM) relative to technology projects and operations.</p> |   |
| Percentage of time performing duties:  | <b>ESSENTIAL FUNCTIONS</b>  |
| 20%  | <p>Provide leadership, mentoring, and guidance for ITAP, ADS and ISO sections within ISD. Provide the full range of supervision to assigned staff. Develop and implement plans with subordinate managers for meeting goals and objectives in accordance with the agency's mission, vision, and strategic plan. Through section managers, establish performance expectations, complete probationary reports, complete annual individual development plans, complete training plans, monitor job performance, and develop/update duty statements. Foster positive methods to promote staff retention and satisfaction, encourage team building, facilitate cross training, promote continuous improvement, provide training, and provide continuous feedback to staff. Perform administrative activities, which include strategic planning, resource management and related reporting.</p>  |
| 15%  | <p>Provide oversight and direction to the IT Acquisitions and Projects Section. Monitor status of reportable and non-reportable projects and provide expert-level project management and technical guidance to subordinate managers directing staff. Meet with project stakeholders to communicate status, challenges, and successes of work efforts. Provide updates to the AIO and Department of Technology on reportable projects routinely. Participate as the Project Director for the most complex reportable projects. Lead the governance and communication with agency stakeholders on project prioritization. Monitor compliance with state contracting and acquisition rules. Provide direction to staff on the most complex acquisitions. Review, approve, and monitor IT Purchase Requests, purchase orders, and contracts with the highest dollar amounts. Guide subordinate managers in the preparation of procurement documents, reports, bid evaluations, vendor interviews, and bidder conferences.</p> |
| 15%  | <p>Manage resource requirements across the CalVet portfolio of IT projects. Make sure each project has an effective leader/project manager. Implement or oversee</p>  |

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|                         | appropriate project management methodology. Oversee and control all changes to project scope. Strive toward achieving execution excellence. Align project initiatives with strategic objectives. Establish effective governance over a all IT projects within the portfolio.   |
| 15%                     | Oversee activities related to web and application development and support. Monitor work assignments; provide technical guidance to staff to ensure assignments are completed timely. Provide direction to staff; establish policies, procedures, and standards for technology solution development and support. Review and approve requirements, design, and testing documentation. Review project concepts. |
| 15%                     | Provide oversight and manage the activities of the Information Security Office. Monitor compliance with statewide security regulations and policies. Review adherence to best practices for security policy.   |
| 15%                     | Provide oversight of healthcare information technology in production, along with related initiatives. Ensure effectiveness of 24/7 support operations for health information technology such as the electronic health record system, pharmacy management system and medication dispensing. Oversee establishment and management of all related contracts and service levels within.                          |
| NON-ESSENTIAL FUNCTIONS |  |
| 5%                      | Other related duties as assigned.  |

| <b>Position No: 830-104-1406-001</b>  |                 | <b>Date: May 22, 2019</b>   |               |               |                |
|---|-----------------|-----------------------------|---------------|---------------|----------------|
| <b>Class: Information Technology Manager II</b>   |                 | <b>Name: Anthony Juarez</b> |               |               |                |
| <b>PART B - PHYSICAL AND MENTAL REQUIREMENTS<br/>OF ESSENTIAL FUNCTIONS</b>   |                 |                             |               |               |                |
| Activity  | Not<br>Required | Less than<br>25%            | 25% to<br>49% | 50% to<br>74% | 75% or<br>More |
| <b>VISION:</b> View computer screen; prepare various forms, memos, reports, letters, and proofread documents.   |                 |                             |               |               | X              |
| <b>HEARING:</b> Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.   |                 |                             |               |               | X              |
| <b>SPEAKING:</b> Communicate with department staff, facility employees, and contractors; lead meetings.   |                 |                             |               |               | X              |
| <b>WALKING:</b> Within the agency to the various units.   |                 | X                           |               |               |                |
| <b>SITTING:</b> Work station, meetings and training.  |                 |                             |               |               | X              |
| <b>STANDING:</b> Monitor equipment function, assess equipment and structure status.   |                 | X                           |               |               |                |
| <b>BALANCING:</b>   |                 | X                           |               |               |                |
| <b>CONCENTRATING:</b> Review technical documents, network data, and electronic communication records.   |                 |                             |               |               | X              |
| <b>COMPREHENSION:</b> Understand codes and regulations; technical documents; policy and procedures; laws and rules; content of meetings, trainings, and work discussions; facilitate the dynamic of teamwork. |                 |                             |               |               | X              |
| <b>WORKING INDEPENDENTLY:</b> Must be able to apply laws, rules and processes with minimal guidance.  |                 |                             |               |               | X              |
| <b>LIFTING UP TO 10 LBS:</b>  |                 | X                           |               |               |                |
| <b>LIFTING 10-25 LBS:</b>   |                 | X                           |               |               |                |
| <b>LIFTING 25-50 LBS:</b>   |                 | X                           |               |               |                |
| <b>FINGERING:</b> Push telephone buttons, calculator keys, and computer keyboard.   |                 |                             |               |               | X              |
| <b>REACHING:</b> Answer telephone; use a mouse; print documents on desk printer.  |                 |                             |               | X             |                |
| <b>CARRYING:</b> Transport documents, mail.   |                 | X                           |               |               |                |
| <b>CLIMBING:</b> Stair.   |                 | X                           |               |               |                |
| <b>BENDING AT WAIST:</b> Use copier; access low file drawers.   |                 | X                           |               |               |                |
| <b>KNEELING:</b> Access low file drawers.   |                 | X                           |               |               |                |
| <b>PUSHING OR PULLING:</b> Open and close file drawers.   |                 | X                           |               |               |                |
| <b>HANDLING:</b> Sort paperwork; distribute mail.   |                 | X                           |               |               |                |
| <b>DRIVING:</b> Special events.   |                 | X                           |               |               |                |
| <b>OPERATING EQUIPMENT:</b> Computer, telephone, copier, printer, fax machine.  |                 |                             |               |               | X              |
| <b>WORKING INDOORS:</b> Enclosed office environment.  |                 |                             |               |               | X              |
| <b>WORKING OUTDOORS:</b> Special events.  |                 | X                           |               |               |                |
| <b>WORKING IN CONFINED SPACE:</b> File, supply, storage rooms, etc.   |                 | X                           |               |               |                |

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_