|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| State of California  California department of technology  Duty Statement PROPOSED  Tech 052 (Rev. 02/2018) | | | | | | **RPA NUMBER (HR Use Only)** | | | |
| 21-182 | | | |
| **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 | | B. appointment effective date | | C. Incumbent Name | | | | | |
| 12/15/2021 | |  | |  | | | | | |
| d. CIVIL SERVICE CLASSIFICATION | | | | e. POSITION WORKING TITLE | | | | | |
| Information Technology Manager II | | | |  | | | | | |
| F. Current Position Number | | | | G. proposed Position Number (Last three (3) digits assigned by HR) | | | | | |
|  | | | | 695-440-1406-002 | | | | | |
| H. office / section / unit / physical Location of Position | | | | I. supervisor Name and classification | | | | | |
| Statewide Technology Procurement/Rancho Cordova | | | | Tiffany Angulo | | | | | |
| J. Work Days / Work Hours / work shift (day, swing, grave) | | | | K. Position Requires: | fingerprint background check | | | | Yes  No |
| M-F, 8 – 5 p.m./day | | | | Driving an Automobile | | | | Yes  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).** | | | | | | | | | |
|  | **Information Technology Domains (Select all domains applicable to the incumbent’s duties/tasks.)** | | | | | | | | |
| Business Technology Management  Information Security Engineering | | | IT Project Management  Software Engineering | | | Client Services  System Engineering | | |
|  | Organizational Setting and Major Functions | | | | | | | | |
|  | Under the administrative direction of the Deputy Director, Statewide Technology Procurement (STP), the Information Manager II (IT Mgr II) serves in an executive role and manages, oversees, administers, and performs the most critical, sensitive, and complex tasks related to statewide non-delegated information technology (IT) and telecommunications project procurements. The incumbent will participate in the formulation, development, promulgation and implementation of the State’s IT and telecommunication procurement strategy, policy and procedures, with a focus on reducing complex and unclear requirements, streamlining processes, improving the quality of the solution/service procured, while protecting the State’s best interests.  The IT Mgr II independently directs and manages, under broad direction of the Deputy Director, professional staff in the completion of procurement objectives and activities in accordance with legal statutes, regulations, policies, standards, and procedures.  **The IT Mgr II position is designated under the Conflict of Interest Code. The IT Mgr II 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 thirty (30) days of appointment. Failure to comply with the Conflict of Interest Code requirements, may void the appointment.** | | | | | | | | |
|  | Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) | | | | | | | | |
| % of time performing duties  40%  25%  25%  10% | The IT Mgr II will:  **Statewide IT and Telecommunication Procurement Oversight**   * Direct the STP staff and provides leadership and collaborates with customer procurement project managers and staff in the development and oversight of innovative IT and telecommunication procurement approaches on a statewide basis. * Oversee the review of current and proposed procurement and procedural guidelines and processes.   + Conduct negotiations and fosters beneficial work relations with the vendor community on behalf of customer agencies and departments on statewide IT and telecommunications projects, including the largest and most complex and costly procurements.   + Collaborate, reviews, and oversees the development of statewide IT and telecommunication policies, procedures, delegations, Inter-Agency Agreements (IAA), Non-Competitive Bids (NCB), contracts, the creation of telecommunications statewide master agreements, and ancillary supporting documents, ensuring the State’s best interests are considered and protected.   + Review and provide oversight of protest and dispute resolution on issues related to IT and telecommunications awards and contracts. * Determine if proposed procedures are in alignment with statutory framework. * Monitor and assess statewide IT and telecommunication procurements overall for trends, policy, legislative and regulation changes and impacts, and continuously recommends effectual, innovative, and responsive process improvements to enhance the quality of the solution/service procured. * Collaborate with appropriate stakeholders in identifying and implementing new/improved IT and telecommunication procurements which produce the highest quality service and goods offerings. * Negotiate with telecommunication service providers for best rates with the implementation of procurements based on shared services and/or service alternatives.   + Collaborate with in-house technology experts to ensure clients are provided with secure new telecommunication services expeditiously.   **Departmental Executive Leadership**:   * Participate in the development of strategic and tactical plans and documentation in support of the department’s business objectives and desired outcomes for process improvements. * Direct and implement State IT and telecommunications procurement strategies, policies, procedures, and processes, which reduce complex and unclear requirements and streamline processes. * Provide expert advice and recommendations to the Department of Technology’s staff on relevant legal statutes, regulations, and policies governing IT and telecommunications procurements to facilitate sound business and operational decisions. * Collaborate with Department of Technology’s executive staff to determine business needs related to development of procurement procedures in the State Contracting Manual. * Ensure IT and telecommunications procedures are appropriately aligned with Public Contract Code and California Government Code criteria and requirements. * Effectively communicate relevant laws, rules and regulations governing IT and telecommunication procurements to assist management in making sound operational decisions * Foster relationship and communication with executive staff from the department, other state agencies and departments, Legislature, Government Operations Agency, control agencies (i.e., Department of General Services, Department of Finance, California Department of Human Resources, State Personnel Board) to gain support and concurrence on process improvements and policy changes which facilitate streamlined, best practices, and cost-saving procurements and procedures. * Consult with state agencies and departmental executive staff on IT and telecommunication acquisition issues. * Provide briefings to the Deputy Director, as needed, and consult with division staff, other state agencies and external entities on IT and telecommunication procurement matters. * Collaborate and foster communications with legal staff regarding issues of contract law.   **Division Management**:   * + Organize, control, direct, oversee, and manage STP staff activities necessary to conduct all statewide IT and telecommunication procurements of various sizes, complexities, and sensitivities, ensuring procurements adhere to legal statutes, regulations, and policies.   + Supervise directly, or through subordinate managers, STP’s interdisciplinary staff in IT and telecommunication procurements.   + Develop, establish, and communicate strategic work plans and functions to make effective use of division staff and their respective teams to fulfill division objectives and operations. Oversees work plans and division staff assignments in accordance with knowledge and ability levels to achieve the most successful project and procurement outcomes.   + Develop and update duty statements and performance expectations. Conduct and complete employee individual development plans annually, focusing on STP’s performance expectations and standards. Complete probationary reports on a timely basis; and perform other performance management activities which may include disciplinary and corrective actions. Responsible for making defensible administrative and personnel management decisions in accordance with department and state policies, personnel-related regulations, established department administrative processes and procedures, and collective bargaining agreements. Establish, effectively communicate and implement STP’s performance objectives and standards to staff.   + Ensure subordinate staff, as assigned, comply with department policies, procedures, and protocols.   + Facilitate cross training and promotes continuous feedback and collaboration to achieve process improvements.   **Education and Outreach**:   * Oversee the education and outreach on statewide IT and telecommunications procurement policies, procedures, tools and techniques to all levels of state staff, both within and outside of the Department of Technology, using various communication strategies. * Oversee the development of training and procurement team coaching on standardized procurement management processes, tools, techniques, systems, reporting mechanisms, business process reengineering and organizational change management. * Perform other related duties, as assigned. | | | | | | | | |
|  | Work Environment Requirements | | | | | | | | |
|  | * Use of a personal computer, related software applications, and various office and communications equipment is required. * Use of a mobile computing device (e.g., cell phone, laptop), may be required. * Must be able to travel to customer department sites primarily in Sacramento County; however, occasional travel to other locations within California may be required. * May be required to work outside of normal business hours and available via mobile communication device. | | | | | | | | |
|  | Allocation Factors (Complete each of the following factors.) | | | | | | | | |
|  | **Supervision Received:**  The Information Technology Manager II functions with minimal supervision and receives administrative direction from the Deputy Director.  **Actions and Consequences:**  The acquisitions for non-delegated IT and Telecommunications projects are highly visible and are often subject to public scrutiny. The incumbent is expected to independently interact with top management, including Agency Secretaries, Directors, Deputy Directors, Program Directors, and other executive levels, to effectively assist in the management of STP. Failure to accurately develop IT and Telecommunications procurement policy, processes, and procedures could result in illegal procurements and failed contracts/projects. This would severely impact the Department of Technology and STP’s ability to procure essential statewide IT goods and services on behalf of State agencies/departments.  **Personal Contacts:**  The incumbent has regular contact with Department of Technology Executives. Other contacts include Executives from the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, Department of General Services, other State agencies/departments, suppliers/vendors, and technology experts.  **Administrative and Supervisory Responsibilities: (Indicate “None” if this is a non-supervisory position.)**  The incumbent must be conversant with Departmental and State personnel policies and procedures and ensure that these are adhered to when dealing with all levels of staff. The incumbent must possess a detailed knowledge of the State’s procurement process and thorough understanding of its detailed aspects. The incumbent must be thoroughly familiar with IT and Telecommunications projects and the principles of public administration and business and contract law, as well as legal issues specific to government and IT and Telecommunications procurement and contracting.  **Supervision Exercised:**  The Information Technology Manager II directly oversees the work of Information Technology Manager Is. | | | | | | | | |
|  | Other Information | | | | | | | | |
|  | **Desirable Qualifications: (List in order of importance.)** | | | | | | | | |
|  | The successful candidate should possess:   * Thorough understanding of principles, practices, and trends related to IT and Telecommunications acquisitions. * Thorough understanding of and experience with various IT and Telecommunications project procurement methodologies and fundamentals. * Thorough knowledge of business/systems analysis and requirements development best practices and methodologies. * Thorough knowledge of project, contract, and vendor management methodologies and best practices. * Extensive experience with State-level policies and procedures relating to the acquisition of statewide IT and Telecommunications goods and services. * Extensive experience with the State’s administrative processes, including BCP development, HR functions, Legislative Bill Analysis, and program management. * Experience in current computer industry technology and best practices. * Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent. * Knowledge of the structure, organization, and function of a variety of technology disciplines, as well as State and Federal initiatives and programs. * Demonstrated ability to establish and maintain effective, cooperative, and beneficial relationships on behalf of Department of Technology with all levels of government, control agencies, Legislature, key customers, stakeholders, internal staff, and vendors/suppliers. * Demonstrated ability to effectively plan and project assignments, allocate staff resources, and adapt easily to changing priorities to meet workload demands. * Demonstrated ability to establish and maintain priorities and complete multiple tasks to meet firm deadlines. * Demonstrated ability to exercise a high degree of initiative, independence of action, and originality, and must demonstrate tact and good independent judgement. * Proven track record of gaining the confidence and trust of individuals in key positions. * Must have strong written, verbal communication, and negotiating skills. * Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and Fi$Cal/Cal eProcure, as they will be used regularly. | | | | | | | | |
| **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 | |
|  | | |  | | | | |  | |
| **Supervisor Statement: I have discussed the duties of this position with the incumbent.** | | | | | | | | | |
| Supervisor Name (Print) | | | Supervisor Signature | | | | | Date | |
|  | | |  | | | | |  | |