

DUTY STATEMENT

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| CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services | | POSITION NUMBER (Agency – Unit – Class – Serial) 042-030-7500-001 | | | | |
| UNIT NAME AND CITY LOCATED Information Technology Services Division, Project Management, Administration, Acquisitions Services Branch – Elk Grove | | CLASSIFICATION TITLE Career Executive Assignment (CEA B) | | | | |
| | | WORKING TITLE Deputy Director, Information Technology Project Management, Administration, and Acquisition Services (PMAAS) | | | | |
| | | COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | WORK WEEK GROUP E | CBID M01 | TENURE CEA | TIME BASE FT |
| SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications) | | SPECIFIC LOCATION ASSIGNED TO 8260 Longleaf Drive, Elk Grove, CA 95758 | | | | |
| INCUMBENT (If known) | | EFFECTIVE DATE | | | | |
| YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION. | | | | | | |
| PRIMARY DOMAIN: | | | | | | |
| Under the general direction of the Director, Information Technology (IT), the Deputy Director, Information Technology Project Management, Administration, and Acquisition Services provides leadership, guidance, and strategic direction to staff in the Project Management, Administration, and Acquisitions Services (PMAAS) Branch, and provides administrative advice to Executives and business partners. This branch encompasses the Project Management Office, IT Acquisitions and Contract Management, Budget Management, Portfolio Management and Governance, Invoice Payment, Asset Management, Enterprise Architecture, Policy development, Human Resources and other administrative functions as assigned. | | | | | | |
| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary) | | | | | |
| | ESSENTIAL FUNCTIONS | | | | | |
| 25% | Provides leadership, management, and strategic direction to a broad range of functions to support mission critical IT business and clinical needs of the Department including the following IT functions: Oversight for IT acquisition of goods and services, developing and implementing needed policies, processes, and procedures to conform to State procurement policy, rules and regulations; Reviews and monitors overall administration of IT contracts and purchasing; Initiates project governance to assess project deliverables; contractor performance and the impact of projects on budgets; evaluates information technology as it relates to established policy and standards, and develops oversights IT policy, participates in departmental policy development. Provides direction to the Enterprise Architecture team to create and maintain enterprise architecture to guide business, application, data and technical architecture. Implements methods to ensure adherence to Enterprise Architecture standards and guidelines. Directs the asset management function to ensure compliance with standards, asset data, and information. Directs HR activities and other administrative functions. Advises | | | | | |

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| | <p>business partners and Executives on all administrative aspects of the provision of IT goods and services, and of policy development. Assists in establishing enterprise/IT policy as a member of various CCHCS committees. Interacts with external control agencies, business partners, vendors, other state agencies, and CCHCS divisions, offices, and institutions. Ensures that all control agency IT reporting requirements are met for projects, budgets, information security, yearly compliance, etc. Leads the coordinated response to various internal and external audits of IT projects, functions, and expenditures. Supervises subordinate managers.</p> |
| <p>25%</p> | <p>Provides leadership and oversight to the Project Management Office and to Portfolio Management and Executive IT Governance Board. Oversees and defines, develops, and standardizes project management practices, governance standards, processes, and metrics. Provides direction, management, technical assistance, and guidance to staff engaged in and providing project management and oversight in assigned areas of responsibility to achieve standardization across ITSD and CCHCS; initiates, manages, and monitors project activities, infrastructure, and logistics to include internal project oversight; ensures IT policies are published and adhered to, and that enterprise project risks are reported appropriately; interfaces and provides control agencies and legislature with a wide variety of required reports; develops, implements and leads IT governance efforts, metrics reporting, enterprise processes, and setting priorities for projects/assignments; Ensures development of project management tools, templates, tracking and reporting devices and methodologies.</p> |
| <p>20%</p> | <p>Directly supervises Project Portfolio Managers that are responsible to oversee, coordinate, and manage the most complex IT projects. Is responsible to develop, establish, publish, educate, and train staff and consultants on the Department's project management standards, templates, processes, and tools. Responsible for System Integration/Analysis that encompasses IT Systems Analysis, Feasibility Study Report/Special Project Report and other project technical documents, Statement of Works, developing System Requirements, writing Disaster Recovery Plans, and performing Business Impact Analysis with associated reporting on findings.</p> |
| <p>15%</p> | <p>Establish and maintain cooperative working relationships between the Information Technology Branch and its Regional Offices and the Department's client programs, agencies, CDT, the Legislature, representatives of the Governor's Administration, California Department of Corrections and Rehabilitation, Bureau of State Audits, Office of the Inspector General, and Attorney General's Office executive management. Facilitates collaborative relationships with state and local agencies, community providers, other correctional systems, information technology organizations, contractors, and other stakeholders.</p> |
| <p>15%</p> | <p>Collaborate with the administrative branch units of the Department to complete required documents and administer appropriate policies and procedures including Human Resources, Budgets, Business Services Office, Contracts and CDT, General Services and other oversight agencies. Participates in conferences, meetings, hearings, and presentations involving problems or issues of considerable consequences or importance. Acts for the Director, IT in his or her absence, as needed.</p> |

KNOWLEDGE AND ABILITIES

Knowledge of: Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

DESIRABLE QUALIFICATIONS

Demonstrated experience in data processing, hardware platforms, enterprise software applications, enterprise architecture, and outsources systems.

Strong management and leadership skills, particularly in the area of policy and program direction, and demonstrated ability to monitor workloads and accomplish stated objectives.

Experience in the formulation and implementation of policies, procedures, and programs related to IT.

Experience in strategic planning, project management, budget management, quality assurance, and program evaluation.

Experience with systems design and development from business requirements analysis through day-to-day management.

Knowledge of CCHCS' organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.

Ability to communicate effectively, both orally and in writing, and to interact effectively with Legislators, law enforcement, and other governmental agencies, advocacy groups, community and civic leaders, departmental managers, staff, and the public.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Supervisory/administrative experience in an executive capacity, including the execution and or/evaluation of program policies. Experience which demonstrates the ability to implement IT policies and procedures

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| <p><i>Additional Desirable Qualifications:</i> In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the "Scope" of this specification and to the extent and type of pertinent education beyond that required under "Minimum Qualifications." Preferred additional education includes courses in public administration.</p> <p><i>Interpersonal Skills:</i> Ability to lead by example and gain the respect of others.</p> <p>OTHER DOMAINS Not applicable</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT Not applicable</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position may be reasonably expected to exert up to 25 pounds of force occasionally and/or a negligible amount of force frequently or to constantly lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time, but may involve walking or standing for brief periods of time.</p> <p>SPECIAL PERSONAL CHARACTERISTICS Demonstrated ability to act independently; flexibility; tact.</p> | | |
| <p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i></p> | | |
| <p>SUPERVISOR'S NAME (Print)</p> | <p>SUPERVISOR'S SIGNATURE</p> | <p>DATE</p> |
| <p>EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i></p> | | |
| <p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p> | | |
| <p>EMPLOYEE'S NAME (Print)</p> | <p>EMPLOYEE'S SIGNATURE</p> | <p>DATE</p> |