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| State of California  California department of technology  Duty Statement PROPOSED  Tech 052 (Rev. 02/2018) | | | | | | **RPA NUMBER (HR Use Only)** | | | |
| **21-208** | | | |
| **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 | | | | | |
| 1/12/2022 | |  | | Vacant | | | | | |
| d. CIVIL SERVICE CLASSIFICATION | | | | e. POSITION WORKING TITLE | | | | | |
| Information Technology Manager I | | | | Information Technology Manager I | | | | | |
| F. Current Position Number | | | | G. proposed Position Number (Last three (3) digits assigned by HR) | | | | | |
| 695-421-1405-020 | | | |  | | | | | |
| H. office / section / unit / physical Location of Position | | | | I. supervisor Name and classification | | | | | |
| Office of Statewide Project Delivery / Project Approvals and Oversight / Sacramento | | | | Anthony Juarez, Information Technology Manager II | | | | | |
| J. Work Days / Work Hours / work shift (day, swing, grave) | | | | K. Position Requires: | fingerprint background check | | | | Yes  No |
| M-F, 8 am – 5 pm | | | | 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 general direction of the Information Technology Manager II (IT Mgr II), the Information Technology Manager I (IT Mgr I) performs complex and sensitive tasks related to statewide IT management, oversight, and administration. The IT Mgr I will participate in creating the state’s IT strategy and manage a portfolio of existing and new projects. The IT Mgr I oversees the most technically advanced and high risk IT efforts to enhance IT project implementation success and typically manages a small team of IT professionals at the IT Supervisor II (IT Sup II) or IT Supervisor I (IT Sup I) level who are responsible for specific departments, agencies or IT projects. The IT Mgr I will be involved in sensitive projects and efforts with department and agency level executives, the Legislature, Legislative Analyst Office, and other control agencies including: Department of Finance, Department of General Services, California Department of Human Resources, and State Personnel Board. | | | | | | | | |
|  | Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) | | | | | | | | |
| % of time performing duties  60%  % of time performing duties  20%  15% | * Provides guidance and direction to Agency Information Officers (AIOs), Chief Information Officers (CIOs), and other department and agency management in review of IT project proposals, the Project Approval Lifecycle, Special Project Reports, Budget Change Proposals, and other selected documents for IT projects and activities. Provides direct supervision to staff, as required or assigned. Responsible for the review and assurance of effectiveness and efficiency of an IT proposal in support of statewide IT initiatives and priorities, enterprise architecture and other standards, authorized program requirements; and, provides adequate consideration of feasible alternatives, and worthiness of the project from an investment perspective. * Provides guidance and assistance to customer department management in the development of IT project planning and provides initial involvement, collaboration, and oversight of concepts, research, studies, and the development of strategies for procurement approaches, technology solutions, and governance structures for the management of projects. * Upon IT project commencement, ensures oversight and adequate project management for overall effectiveness. * Monitors project and departmental performance and identifies critical project implementation problems and issues. Plans, develops and implements project corrective measures. * Applies and maintains an enterprise portfolio management perspective to management, oversight, risk, and remediation activities. Assesses the project management and organizational capability and provides guidance to departments on corrective actions and remediation plans; escalates unresolved issues as appropriate. * Reviews progress assessments, remediation strategies, and develops independent oversight reports, and makes recommendations regarding project remediation and continuation * Elevates critical project issues to executive management. * Advises departments in interpreting and appropriately applying IT policies and best practices to meet project requirements.   Participates in creating and updating statewide IT policies and procedures.  Perform day-to-day management activities:   * Develop plans to accomplish Office of Statewide Project Delivery (OSPD)’s goals and objectives in accordance with organizational mission and strategic goals; support and advocate management’s philosophy, policies, and procedures. * Develop and update duty statements, as needed; establish performance expectations; complete individual development plans annually; complete probationary reports on a timely basis; and other performance management activities, including adherence to the State’s progressive discipline policy which may include corrective or disciplinary action. * Responsible for making informed and defensible administrative and personnel management decisions in accordance with California Department of Technology (CDT) and state policies, personnel-related laws, rules, established Department administrative processes and procedures, and collective bargaining agreements. * Ensure subordinate staff, as assigned, comply with all of Department’s policies, office standard operating procedures, and protocols. * Encourage unit team building, facilitate cross training and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive climate for change. * Foster methods of creative decision-making and problem-solving and provide continuous feedback to staff.   Executive Communication   * Briefs and advises the Director and other executive management, and legislative members and their staff on sensitive IT projects. Performs presentations on behalf of the Department at IT policy committees, legislative hearings, and IT project meetings. | | | | | | | | |
| 5% | Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.) | | | | | | | | |
|  | Performs other related duties, as required. | | | | | | | | |
|  | Work Environment Requirements | | | | | | | | |
|  | * May be required to work outside of normal business hours, including evenings and weekends. * May be required to carry a mobile communication device. * Some travel may be required, including: travel to customer department sites (primarily within Sacramento County). However, may need to travel to other locations within California on occasion.   . | | | | | | | | |
|  | Allocation Factors (Complete each of the following factors.) | | | | | | | | |
|  | **Supervision Received:**  The IT Mgr I receives general direction from the IT Mgr II, Office of Statewide Project Delivery, Project Approvals and Oversight.  **Actions and Consequences:**  The OPSD currently oversees highly sensitive and complex IT projects. Projects currently impacting the OPSD total over seven (7) billion dollars. Poor decisions, judgment, management, and/or recommendations regarding these projects could result in client dissatisfaction, significant budgetary losses to the State due to poor project planning and execution, and public embarrassment to the Department.  **Personal Contacts:**  The incumbent will have regular contact with the Legislature, Department of Finance, California Department of Human Resources, State Personnel Board, and Department of General Services. Other contacts include California Department of Technology executive leadership, leadership from various state departments and agencies, and business consultants in order to communicate program strategy, direction, and changes.  **Administrative and Supervisory Responsibilities: (Indicate “None” if this is a non-supervisory position.)**  The incumbent is responsible for general supervision, delegating and reviewing work products, personnel assignments and staff development. Additionally, the IT Mgr I will represent the Department at IT policy committees, legislative hearings, and IT project meetings.  **Supervision Exercised:**  The incumbent may provide general supervision to a subordinate staff as assigned. Acts in a lead capacity to other departmental staff to accomplish project management and oversight. | | | | | | | | |
|  | Other Information | | | | | | | | |
|  | N/A | | | | | | | | |
|  | **Desirable Qualifications: (List in order of importance.)** | | | | | | | | |
|  | The successful incumbent should possess:   * Possession of a PMP Certification, or other formal project management certification(s), is desired. * Direct experience leading IT projects, either in a Project Manager/Director role or a key role on large projects. * Extensive knowledge of the State of California’s IT policies, processes, practices, and direction for the effective and efficient delivery of IT services. * A strong understanding of Project Management Methodologies and Fundamentals and to be experienced in all aspects of project delivery including concept, initiation, planning, execution, closing, maintenance, and operations. * Ability to exercise a high degree of initiative, independence of action, and originality and must demonstrate tact and good independent judgment. * Strong communication skills and be able to develop and maintain effective, cooperative working relationships. * Strong written and verbal communication skills to effectively communicate on behalf of the CDT. * Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands. | | | | | | | | |
| **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 | |
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