



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

706-1406-001

ACTIVE

CURRENT
PROPOSED

Table with 4 columns: 1. DIVISION, 2. REGION OR BRANCH, 3. REPORTING UNIT NAME, 4. POSITION CITY, 5. CLASSIFICATION TITLE, 6. WORKING TITLE, 7. POSITION NUMBER, 8. PREVIOUS POSITION NUMBER, 9. CBID/BARGAINING UNIT, 10. WORK WEEK GROUP, 11. TENURE, 12. TIME BASE

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? [X] Yes [ ] No
This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests.

14. CPC ANALYST APPROVA T. Cortez-Guardado 15. DATE APPROVEI 2/4/2022

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the administrative direction of the Assistant Deputy Director of the Enterprise Applications Branch (EAB), the Information Technology Manager (ITM) II, is responsible for the VR Product Section, including the VR Support Group, WebSite Services Group and the Business Services Group.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

35% (E) Provides high-level administrative oversight for highly visible and critical projects executed from within the section. Responsible for project procurement, contract management, budgeting, reporting and personnel management.

25% (E) Ensures section activities adhere to departmental and State regulations, policies and procedures. Testifies before committees, control agencies, review boards, and/or the legislature. Develops and maintains appropriate fiscal controls and provides recommendations concerning funding and personnel requirements.

(E) Communicates with multiple management levels (executive, administrative, etc.) within

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- 20% the division, department, contractor and vendor representatives, State control agency administrators, and the State, Federal, and local government entities. Monitors program goals and project milestones by facilitating effective communication and feedback among subordinate groups and ensures proper, timely, and accurate distribution of information and/or materials.
- 10% (E) Facilitates IT strategic planning sessions and workshops. Develops policies and strategic plans to ensure the long-term demands of the department for a trained and fully staffed workforce, by implementing change management techniques, updating recruitment efforts, and succession planning. Directs the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing of major information technology projects to support the department programs and operations.
- 10% (M) Advises and provides recommendations to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Provides guidance and direction on human resource management and personnel development including hiring, training, and progressive discipline.



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### 18. SUPERVISION RECEIVED

The ITM II reports directly to and operates under the administrative direction of the Assistant Deputy Director of EAB, managing the operations of the section, including VR support Group, Website Services Group and the Business Services Group.

### 19. SUPERVISION EXERCISED AND STAFF NUMBERS

The ITM II is the Section Manager over a multi-functional, highly complex organization comprised of 83 positions. This position directly supervises three ITM Is who are responsible for managing VR support, website services and business services. The ITM II will provide general direction to each of these direct reports and indirect oversight to their subordinates.

### 20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works indoors in an office setting, in a private office with a desk. Will be accessing a computer, sitting for periods of time, and attending meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

### 21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Demonstrated leadership experience in project management, procurement, contract management, budget and reporting, human resources, and customer relations. Strong written and verbal communication skills. Demonstrated experience managing a large, multidisciplinary organization. Familiarity with or experience in Agile methodology for software development.

Personnel with responsibilities that include Operations functions, such as patching systems for security or performance, will comply with all policies, procedures, and standards for operational effectiveness. Adhere to departmental standards for data back-up, recovery, integrity, control, and management.

### 22. PERSONAL CONTACTS

The ITM II works collaboratively with the other section chief (ITM II) in EAB to fulfill the mission of the Branch. The incumbent communicates and negotiates with other Assistant Deputy Directors within the department to prioritize resources for production operations and development efforts. The ITM II communicates regularly with the Assistant Deputy Director of EAB and the CIO. The ITM II communicates with DMV's Executive Office on project status and production matters. The ITM II communicates with managers from DMV's Human Resources, Accounting and Budget Offices. The incumbent interacts with other governmental agencies including Department of Technology, Department of Finance, Legislative Analyst's Office, and potentially the Legislature, if necessary, when reporting on project status or budget requests.