

DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

ACTIVE

706-1406-001

	CURRENT
X	PROPOSED

1. DIVISION		2. REGION OR BRANCH	2. REGION OR BRANCH		
Information Systems Division	า	Enterprise Applicati	Enterprise Applications Branch		
3. REPORTING UNIT NAME		4. POSITION CITY	4. POSITION CITY		
VR Product Section		Sacramento	Sacramento		
5. CLASSIFICATION TITLE		6. WORKING TITLE	6. WORKING TITLE		
Information Technology Man	ager II	Section Chief	Section Chief		
7. POSITION NUMBER		8. PREVIOUS POSITION N	8. PREVIOUS POSITION NUMBER		
706-1406-001		716-1406-001			
9. CBID/BARGAINING UNIT	10. WORK WEEK GROUP	11. TENURE	12. TIME BASE		
M01	E	Permanent	Full Time		
13. CONFLICT OF INTEREST CLASSI	FICATION (GOV. CODE 87300, I	ET SEQ.)? 🛮 Yes 🔲 No			
governmental decisions that ma	y potentially have a materia	l effect on personal financi comply with the Conflict of	for making or participating in the making of al interests. The appointee is required to f Interest Code requirements may void the		
14. CPC ANALYST APPROVA 👚	Cortez-Guardado	15. DATE APPROVEL 2/4	1/2022		

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. The ITM II will manage and support the department's core business applications with updated technology broadly supported by the industry, will develop strategic plans for modernizing the department's business applications and infrastructure, and will formulate and implement new technology services to meet the future needs of DMV. The ITM II performs duties related to the IT Project Management and Business Technology Management domains including Integration Management, Contract Administration, and IT Strategic Planning. However, work may be assigned in the other domains as needed.

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. Provides strategic direction in planning, coordinating, and controlling the activities of the project teams. Regulates project adherence to State IT policies and guidelines, follows DMV's project management plans, and incorporates project management standards, methodologies, and industry best practices. Formulates, analyzes, and makes recommendations on the impact of legislation and plan for its implementation. Provides regular status and reports and briefings to the Deputy Director.

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. Oversees and administers contract services from Department of Technology Services to ensure services are delivered in compliance with contract specifications based on departmental needs, and negotiates contract modification as needed. Acts as vendor manager for all consulting contracts in support of the project and departmental objectives. Directs, identifies, quantifies, and mitigates procurement and vendor risks and issues.
- (E) Communicates with multiple management levels (executive, administrative, etc.) within

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and/or materials.

- 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
- (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.
- (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.