

DUTY STATEMENT

Class Title Information Technology Manager I, Director of Engineering	Position Number 802-363-1405-001
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COI Classification
 Yes No

Unit

Section
Modern Engineering Section

Branch
Factory and Engineering Branch

Division
Medi-Cal Enterprise Systems Modernization Division

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees. The incumbent is required to develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; The incumbent is required to complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the broad administrative and policy direction of the Factory and Engineering Branch (FEB) Chief, an Information Technology Manager II, Medi-Cal Enterprise Systems Modernization Division (MESMD), Enterprise Technology Services (ETS) , the incumbent serves as the Director of Engineering for MESMD. The Incumbent will manage and lead Engineering Staff in Software Development, Quality Assurance, Security and Operations (DevSecOps) in an agile and cloud environment. This position will provide the highest-level expertise by coaching, mentoring, and coordinating MESMD agile project staff. This position will manage staff distributed across multiple crossfunctional Agile teams.

This position will manage, lead, and coordinate with designated DHCS representatives, Contractors, and Third-Party vendors to develop Engineering and Software Development LifeCycle best practices across the entire MESMD portfolio. The Director of Engineering will also be expected to manage reports to internal and external partners on state process' such as the System Security Plan and IV&V reports. The position will participate in all activities related to releases, incidents, and defects, continuous integration/deployment, system monitoring and security to ensure consistency is a continuous part of the process across MESMD portfolio.

The Director of Engineering will manage and lead Engineers and Consultants in support of the DHCS MESMD Technical Environment which supports ETS applications, such as, Med Compass, Federal Draw and Reporting (FDR), California Automated Recovery Management (Cal-ARM) and Claims systems. This position is expected to understand and use the Technical products delivered from the Factory section and champion them with the contractors that are providing business applications/products. The position is also expected to help collect and provide feedback on tools or process' associated to the technical products that can improve the Engineering KPI's and improve delivery of applications.

DHCS is the designated single state agency responsible for administering California's Medi-Cal Program (Medi-Cal is California's Medicaid program). Medi-Cal is a public health insurance program which provides needed health care services for low-income individuals including families with children, seniors, persons with disabilities, foster care, pregnant women and low income people with specific diseases such as tuberculosis, breast cancer or HIV/AIDS. Medi-Cal is financed equally by the state and federal government. The Medi-Cal program spans across multiple California Health & Human Services (CHHS) departments and DHCS defines California's Medicaid Enterprise System (MES) as the collection of systems and other technical components used by the business processes in the management of the enterprise. MES projects and systems outside of the department include but are not limited to the California Statewide Automated Welfare System (CalSAWS), State Hub, Case Management, Information and Payrolling System (CMIPS) and the California Healthcare Eligibility, Enrollment and Retention System (CalHEERS).

Supervision Received: Under the broad administrative and policy direction of the FEB Chief, an Information Technology Manager II.

Supervision Exercised: Directly provides leadership, direction to, and oversees consultants assigned to projects and initiatives supporting factory work. The ITM I serves as the functional manager over project staff and consultants. The ITM I may be designated as a back-up for other senior managers in their absence.

Domains: Information Security Engineering, Software Engineering, System Engineering

Percent of Time Essential Functions

60% **Managing Engineering Staff and Agile Application Development**

- Manages and leads Engineering Staff in designing and delivery cloud based applications
- Leading staff on research, implementing and supporting OpenSource software to facilitate efficient product delivery.
- Coordinates with designated DHCS representatives, Contractors and Third-Party vendors to develop product backlogs and roadmaps while facilitates efficient utilization of Cloud platforms.
- Manage and lead Engineering Staff in resolving technical problems/issues; facilitate communication, and technical solutions between Factory, Engineering and Architecture personnel and Contractor staff.
- Track and resolve project dependencies and critical path, and, ensures that team members have appropriate products and technical specifications and direction to deliver technical products across the MESMD Enterprise.
- Work with rest of Factory and Engineering to set direction for application design, development workflows, release management processes, and continuous integration/delivery pipelines.
- Ensure strategic alignment of technical design and architecture to align with security requirements, business needs, and direction.
- Leads and participates in activities that ensure continued security compliance with National Institute of Standards Technology, Federal Information Processing Standards, State Information Management Manual, State Administrative Manual and Health Insurance Portability and Accountability Act of 1996.
- Responsible for the management, oversight, review and update of technical project deliverables and related-work products.
- Identifies and supplies evidence as required for Centers for Medicare and Medicaid Services (CMS) Certification.
- Clearly communicate and work with stakeholders at every level.

30% **Drives Continuous Improvement through Staff and Tools**

- The incumbent is responsible for the Engineering staff using and driving improvements of current engineering tools, system integration and automated software release tools, technologies and methods used for the successful continuous delivery of the Division's Agile Framework and Architecture.
- Support and contribute to the maturing the use of automated Software Release tools such as, GitHub, Docker, CircleCI, and Atlassian Suite including Jira.

5% **Recruitment and Retention Development**

- The incumbent will recruit, develop and retain competent professional staff that possess an adequate level of specialized expertise to support the enterprise architect program. Assess training needs, develop and implement training plans and conduct annual performance evaluation. Identify and resolve staff performance issues. Perform critical analysis and provide direction for work plans, deliverables and skills development for the enterprise architecture program.

5% Other Duties

- Perform other duties as required within the specifications of the classification.

Employee's signature	Date
Supervisor's signature	Date