



**DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT**

704-1405-004

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Infrastructure Branch	
3. REPORTING UNIT NAME Database Administration Group		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Manager I		6. WORKING TITLE Database Administrator Unit Manager	
7. POSITION NUMBER 704-1405-004		8. PREVIOUS POSITION NUMBER 704-1559-004	
9. CBID/BARGAINING UNIT M01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? 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. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVA **T. Cortez-Guardado** **15. DATE APPROVED** **6/23/2021**

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 general direction of the Production Operations Section Manager, IT Manager II, the IT Manager I is accountable for the Database Administration Group services provided by IT Specialist I and II classifications. The incumbent is responsible for Data Administration for Mainframe, Client Servers environments and modernization to provide data accessibility and management. The IT Manager I responsible duties are related to Data System Engineering and Operations, including, but not limited locating, storing, presenting and securing information physically located on-premise and in the cloud and Data and System Administration, Compute and Virtualization.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 25% **Database Administration (E)**
 Manages and directs the activities of the Mainframe DBA (Database Administrator) and Client Server DBA Units. Manages both groups responsible for the development, design, testing, implementation and management of database architectural components and data, including ETL (Extract, Transform, Load) and data access system components. Oversees and acts as a technical manager in support of IT Infrastructure such as but not limited to system upgrades, migrations, refresh, performance, monitoring, availability, tuning, security, backup and data recovery. Organizes staff workload to accommodate changing priorities and manage multiple assignments concurrently. Establishes and maintains standards, processes, and procedures for the analysis, design, implementation, maintenance, and operation of DBA services. Oversees market analyses, proof of concepts, and pilots emerging technologies to make recommendations. Provides status reports to ISD upper management.

- 20% **Data Modernization (E)**
 Manages and directs the DBA unit's activities for innovation of data empowerment hardware, software and integration to improve employee productivity/efficiencies and customer service. Manages enabling of data services availability and accessibility including application integration for analytics, data driven workflows and decisions.

- 15% **Policy and Planning (E)**
 Manages and directs the implementations and recommendations of policy and procedural guidelines

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as it relates to Data Administration management, and ensures compliance with State regulations, policies, and procedures. Provides technical management leadership for the design, capacity and implementation of the most complex data system components. Provides technical management guidance in developing and documenting systems components and support processes. Acts as the technical manager on projects in support of the Department's mission critical architecture components. Oversees planning for Data Administration IT projects and activities to ensure adherence to budget, schedule, and scope.

- 15% **Communication and Working Relationships (E)**
Develops and maintains effective communication and working relationships within the department, governmental entities, commercial organizations and outside stakeholders. Assumes required public contact with groups, vendors, and individuals. Represents the department and communicates at meetings and conferences.
- 10% **Administrative (E)**
Manager responsible for ensuring subordinate staff comply with all of the Department's and mandatory regulatory policies, office standard operating procedures and protocols. Monitors and evaluates staff's work performance and development. Resolves discipline and grievance issues. Makes decisions and recommendations concerning personnel hiring and training. Manages Data services workforce planning, budgeting, and succession planning. Develops and mentors staff to ensure skill levels meet the needs of the department.
- 10% **Strategic Planning (E)**
Facilitates IT strategic planning and sessions. Promotes the department's strategic plans with focus on customer service, enterprise IT solutions, adoption of best practices, delivery of cost-effective IT services, and solutions for our business partners. Formulates, reviews, analyzes and provides guidance on legislative bill analysis and evaluates impact to systems and resources. Advises and provides recommendation to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements.
- 5% **Miscellaneous (M)**
Performs other job-related duties as required.



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18. SUPERVISION RECEIVED

The IT Manager I is under general direction of the Information Technology Manager II, Production Operations Section Manager.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

The incumbent manages 2 Units consisting of 13 staff members in the IT Specialist 1 and IT Specialist II classifications. The incumbent supervisors' 13 direct reports including 5 IT Specialist IIs and 8 IT Specialist Is. The incumbent may also collaborate with multi-disciplinary teams drawn from IT staff in HQ and the Districts to ensure success of the IT Performance Management Programs.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The incumbent may be required to sit for prolonged periods of time using a keyboard, monitor, mouse, and telephone. The incumbent performs work indoors in a climate-controlled environment under artificial lighting. The incumbent must carry a cell phone and respond to calls after hours to lead multi-disciplinary IT professionals' team(s) in organizing, analyzing, troubleshooting and resolving IT system problems; may travel to various DMV locations to provide expertise for IT operations. The incumbent must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; consider and respond appropriately to the needs, feelings, and capabilities of others; be tactful and treat others with respect. In addition, the incumbent must have the ability to multi-task, adapt quickly to changing priorities, and perform completed staff work or tasks and projects with short notice.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards. The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives. A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to: Manage through subordinate supervisors and staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

22. PERSONAL CONTACTS

The incumbent will interact with IT executive leadership, staff of other State Agencies including State Control Agencies, staff from local governmental agencies and staff working in the private sector to coordinate and respond to inquiries related to Division operations. In performing the responsibilities of this position, the incumbent may have contact with other departments, governmental agencies or private companies concerning information technology and business management best practices. Must develop and maintain strong working relationships with others.