

DUTY STATEMENT

Class Title: Information Technology Manager I (ITM I), Section Chief	Position Number: 802-361-1405-XXX
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit:	
Section: Fiscal and Planning	
Branch: Project Management Services and Support	
Division: Medi-Cal Enterprise Systems Modernization	

Working Title: MES Modernization, Fiscal and Planning Section (FPS) Chief

This position requires the FPS Chief maintain consistent and regular attendance; communicate effectively (both orally and in writing) in dealing with the Administration, state and federal agencies, legislators, the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and

Job Summary: Under the direction of the Project Management Services and Support Branch (PMSSB) Chief, the Fiscal and Planning Section (FPS) Chief has management and oversight responsibility for the FPS. The FPS Chief will plan, organize, lead, and direct the activities of staff responsible for providing budget development management services that are vital to the successful implementation and ongoing support of MESMD projects and initiatives. Services include but are not limited to: Developing BCCs and BCPs, working with the budget team as BCPs are developed to ensure contract and staffing requirements are anticipated and funded. The FPS Chief serves as a budget and APD expert, providing oversight to FPS staff and the FPS processes. The FPS Chief is responsible for continuously improving and streamlining the processes used by the FPS team. The FPS Chief oversees the work for the annual state and federal funding requests. The FPS Chief is expected to be a working manager. In addition to leading and directing, the section chief will engage in producing and delivering many of the same deliverables expected of this section.

Supervision Received: Under broad administrative and policy direction of the PMSS Chief, an ITM II.

Supervision Exercised: The ITM I oversees and monitors the activities of the staff and vendors assigned to the projects and initiatives under his/her authority.

Domain: IT Project Management; IT Business Technology Management

Knowledge:

Incumbent must possess knowledge of the organization and functions of CA State Government, including the organization and practices of the Legislature and Executive branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's/agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program. Incumbent must demonstrate knowledge of project management trends and practices; contractor and vendor management and oversight practices; current computer industry trends, technologies and practices; and software development life cycle trends and processes, preferably in a digital services environment using agile design and development principles. Incumbent must understand the State budget process; procurement processes and documents; and oversight and regulatory agencies and their policies, requirements and standards, including a broad knowledge of the State's enterprise IT vision and goals and their importance and impact to the Division vision and goals.

Personal contact:

Incumbent will interact with DHCS executives, program managers, and external stakeholders. Incumbent must demonstrate expert leadership and communication skills necessary to perform successfully in a lead management capacity. Incumbent must maintain the cooperation and confidence of all levels of management, and work with stakeholders, both internal and external to the division, to manage expectations and priorities. Incumbent must have the ability to clearly communicate and translate technical information and concepts to engage stakeholders and business partners and to manage expectations and priorities. Incumbent will collaborate with appropriate authorities to secure the necessary resources, expertise and approvals to ensure that project teams are composed of staff with the requisite knowledge, skills and abilities to perform the required work.

Scope and Effect:

Incumbent is responsible for providing leadership and direction to the teams under his/her authority. Numerous IT projects and initiatives will be occurring at the same time. The division is a fast paced, sometimes stressful environment that will require the incumbent to have the aptitude for managing multi-disciplinary teams in such an environment. Extensive managerial, program administrative and IT experience is essential to the success of the position. Incumbent will be responsible for overseeing and managing multiple vendors, which requires strong contract and vendor management skills.

Communication is of the utmost importance. Incumbent will be responsible for communicating all project-related information to appropriate project team members to ensure efforts are well coordinated and that project plans and schedules are met. The consequence of error can be costly, in the millions of dollars, if project efforts are not managed in a well-disciplined and successful manner. Accuracy of documentation and development of well-defined requirements and architectures, and adherence to projected project schedules are imperative to meet project and program objectives.

Duties and Responsibilities of the position:

Percent of Time	Essential Functions
40%	Serve as budget expert. Provide expert advice to project teams; review and understand the fiscal needs of projects and their relationship to the organization's overall strategic plan; lead the development of BCCs and BCPs; oversee management of project budgets; participate in developing a governance process that ensures budgetary compliance; help identify project resource needs and support the obtainment of the necessary project resources; help define and document roles and reporting relationships.
40%	Serve as APD Development lead on all efforts. Direct and monitor APD execution; manage APD schedules and coordination with budgets; participate in the management of changes to project scope and own the SPR development process, ensuring budget and APD coordination; manage CMS relationship, ensuring federal expectations are understood and met.
15%	Represent the project at executive/stakeholder meetings; provide regular status reports and briefings to the MESMD leadership team and other stakeholders as required, including reports and briefings on budget, APD and Risk & Issue management.
Percent of Time	Marginal Functions
5%	Recruit, hire, train, monitor, and evaluate performance by preparing Probation Reports, , Performance Appraisals, and corrective actions, when necessary, for staff. Review and approve time sheets, sick leave, and time off requests. Other duties as assigned.

(New 09/05)

Employee's signature	Date	Supervisor' signature	Date
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