

POSITION STATEMENT

1. DMG POSITION INFORMATION

Civil Service Classification Information Technology Manager I	Working Title Information Technology Manager I
Name of Incumbent	Position Number 280-343-1405-010
Section/Unit Business Consulting	Supervisor's Name
Division Technology Governance	Supervisor's Classification CEA B
Branch Information Technology	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 7/29/2022

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

Click here to enter text.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input type="checkbox"/> System Engineering |

Under the general direction of the Chief of the Technology Governance Division (TGD), the IT Manager I serves in the Business Technology and IT Project Management Domains as the Section Chief over the Business Consulting Section (BCS). This Section is responsible for:

- Ensuring monitoring and control of project execution performance.
- Developing and maintaining the department's Project Management Methodologies.
- Implementing Professional Project and Portfolio Management (PPM) tools.
- Coordinating Program and Portfolio Management.
- Facilitating and improving Strategic Project Management.
- Optimizing Resource Allocation and maximizing Resource Utilization.
- Creating and maintaining Collaboration-Conducive Work Environments.
- Providing Information and Training related to the Project Management discipline for Organizational Improvement.

The incumbent will be responsible for and expected to:

- Manage a team to guide the delivery of programs and projects by providing strategic and operational support.
- Perform project management on key projects and leading critical requirement phases to improve project quality and professionalism.
- Collaborate with vendors and executive leadership to identify business process improvement opportunities.
- Maintain an active staff development program to provide employees with the opportunity for growth (including succession planning) and to ensure trained staff are available for projects.
- As a member of the TGD Senior Management team, partner within IT Branch, the business areas, and with other departments to ensure Division and Section goals and objectives are met.
- Contribute towards the growth of the IT Branch into a customer-focused, service organization by following Branch cultural principles.

Works collaboratively with the TGD management team and staff, briefs and advises managers, exercises initiative and independence of action, and demonstrates tact and good judgement. The incumbent communicates effectively in order to develop and maintain cooperative working relationships. The incumbent adapts easily to changing priorities and maintains consistent, predictable attendance in the performance of these specific functions.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
30%	Provides leadership, direction, oversight, coaching, and mentoring to the subordinate supervisors and staff ensuring the BCS staff meets department and customers' needs through effective communication and nurturing a collaborative work environment. Optimizes resource allocation through the prioritization of work assignments to meet deadlines and commitments based upon department strategic business direction. Ensures work is performed within the framework of the department's mission, vision, values, and strategic direction and in alignment with the strategic direction of the State of California.
20%	Provides leadership, direction, and oversight for the development, management, and governance of the department's Project Management Methodologies. Facilitates and coordinates Program and Portfolio Management ensuring improvement of Strategic Project Management. Provides direction and oversight to ensure project and operational standardization and consistency. Assists in the implementation and maintenance of the department's Professional PPM tools. Establishes effective partnerships that foster quality products and services for the development and implementation of IT services. By regularly interacting with individuals at all levels in and out of the enterprise, resolves the most complex issues and makes oral/written presentations. Collaborates with the California Department of Technology and Labor and Workforce Development Agency to facilitate EDD project portfolio visibility, including planning and coordinating related meetings, presentations, briefings, and reports.
20%	Provides direction and support to subordinate supervisors and staff to establish processes, procedures, and partnerships that foster quality services to other Branches within the department. Establishes and maintains good communication with management, staff, and customers. Ensures appropriate resources are identified and procured to ensure projects and assignments are completed on time and within the appropriate budget. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies risks and issues and takes appropriate action. Works with teams by soliciting input to determine effective strategies for accomplishing Branch and department objectives and provides status information to the IT Executive Team and Division Chief Team.
10%	Establishes and regularly reviews, goals, objectives, budget and staffing for the Section. Identifies appropriate staffing for new development. Determines external assistance required for implementation of work plans and recommends appropriate procurement vehicles to obtain required assistance. Monitors and manages vendor contracts as required.
10%	Develops staff and carries out Department and Branch workforce development and succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. Demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to,

Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.

5% As a member of the TGD Senior Management team, partners within IT Branch, the business areas and with other departments to ensure Section goals and objectives are met. May direct and coordinate with vendors for contracted services. Maintains effective working relationships with external control agencies which may include but are not limited to the Department of General Services, Department of Finance, California Department of Technology, Legislative Analyst's Office, California State Auditor, and the Labor and Workforce Development Agency.

Percentage
of Duties

Marginal Functions

5% Performs other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%)

Sitting: Frequent (51-75%)

Walking: Occasional (13-25%)

Temperature: Temperature Controlled Office Environment

Lighting: Artificial Lighting

Pushing/Pulling: 1-25% of the time

Lifting: 1-25% of the time

Bending/Stooping: 1-25%

Other:

Type of Environment: a. High Rise b. Select c. Select d. Select

Interaction with Public: a. N/A b. Select c. Select.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

Directly-1 IT Supervisor II and 3 IT Specialist IIs; Indirectly – 9 IT Specialist Is, 4 IT Associates

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials	Date approved
dmg	8/3/2022

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE