

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	Technical Manager, EDDNext Project
NAME OF INCUMBENT:	POSITION NUMBER:
	280-351-1405-002
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
EDDNext Project	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
EDDNext	IT Manager II
BRANCH:	REVISION DATE:
Information Technology	8/11/2022
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
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 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 checked="" 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.) <i>Click here to enter text.</i>	
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 checked="" type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
<p>Under the general direction of the Information Technology (IT) Manager II, the incumbent serves as the Technical Manager for the EDDNext project, responsible for planning, directing, and overseeing the technical and contract activities throughout the project lifecycle. The incumbent oversees the technical activities for Information Technology (IT) projects and research for the EDDNext. The incumbent demonstrates in-depth knowledge of various industry trends and technology solutions, has significant expertise and wide-ranging experience in analyzing, developing and supporting complex enterprise systems and a thorough understanding of data conversion and migration strategies.</p>	

The IT Manager I will have in-depth experience and knowledge in Project Approval Lifecycle (PAL) activities, communicating all aspects of project needs and statuses to management, supporting stakeholder management, overseeing contract and procurement management activities, and mentoring and developing team members. The IT Manager I will adhere to Agile methodologies and standards, collaborate with EDD programs to define business requirements for estimation of activities and resources, oversee fiscal analysis and reporting, and act as a liaison to bridge/facilitate communication and understanding between the business and IT.

The incumbent contributes toward the growth of the ITB into a customer-focused service organization by developing and implementing policies and procedures for progressive information solutions and by providing feedback to others within the Branch.

Percentage of Duties	Essential Functions
40%	Provides leadership, direction, oversight for the technical activities that requires modernization and consolidation of the EDD's existing legacy enterprise applications and systems for Unemployment Insurance (UI), Disability Insurance (DI), and Paid Family Leave (PFL). This includes managing all technical resources assigned to the EDDNext project throughout planning, implementation, and transition to maintenance and operations phases. Resolves the most complex technical issues with project vendors and EDD technical staff, reviews and resolves project technical issues and escalates decisions and issues as needed. Administers software development policies that include repeatable standards and guidelines and reusable assets to ensure new systems and solutions. Provides direction on the Project Approval Lifecycle (PAL) process stages and the development of Budget Change Proposals (BCP). Coordinates and facilitates BCP related meetings and approvals for EDDNext project. Guides the development of Special Project Reports (SPR) and other interim project reporting documents. Manages the development of impact analysis and recommends implementation strategies as a result of any changes to the State's IT standards, policies, instructions, processes, and guidelines as reflected in State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Technology Letters, Management Memos, Budget Letters, and/or legislative or regulatory changes
30%	Ensures that timely and ongoing communication is provided to the EDDNext Project's team and various stakeholders at all levels by developing work products such as a technical vision and technical roadmap, products and project strategy presentations, executive presentations, and stakeholder communications. Ensures appropriate communication plans are deployed for all new applications and systems changes. Serves as technical manager for business analysts and customers and acts as liaison between the project technical team and the Project Manager. Oversees budgeting, allocations, expenditure plans/projections, budget change proposals (BCP), Legislative Reports and assists with the development of the Governor's Budget.
15%	Serves in an advisory capacity for new systems procurement, contracts & vendor onboarding. Represents the EDDNext project in EDD's change management process, in organizational information sharing sessions, and in meetings with project stakeholders as needed. Manages project deliverables, mentors project team

10%	<p>members, completes performance appraisals, and approves timesheets. Manages project related contract management and procurement activities, including the writing and/or reviewing of procurement plans, Statements of Works, and Requests for Offers/Proposals as needed. Develops minimum qualifications and evaluation criteria and participates on selection teams. Performs administrative activities, such as contract management, by reviewing timesheets and verifying contract deliverables. Reviews and/or writes special reports and ad hoc analysis reports, as required. Develops responses to requests from control agencies or executive management. Manages InteraAgency Agreements (IAA) for information technology support services and sponsor departments, coordinating all internal and external approval processes. Manages IAA contracts including: Memorandums of Understanding, interagency agreements, and grants. Oversees policy development, planning, and implementation related to the contracts and purchasing of goods and services. Provides leadership overseeing technical specialists' work in maintaining the inventory list of IAA and EDDNext contracts.</p> <p>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.</p>
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: <i>Choose an item.</i>	Sitting: <i>Choose an item.</i>
Walking: <i>Choose an item.</i>	Temperature: <i>Choose an item.</i>
Lighting: <i>Choose an item.</i>	Pushing/Pulling: <i>Choose an item.</i>
Lifting: <i>Choose an item.</i>	Bending/Stooping: <i>Choose an item.</i>
Other: <i>Click here to enter text.</i>	
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	

<i>Click here to enter text.</i>		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	8/29/2022
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>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.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file